



Higher Certificate in Finance (HCFI500)

**FACT
SHEET**

Welcome to CIAFS

Higher Certificate in Finance

The Higher Certificate in Finance gives aspiring finance professionals and business career-starters a focused, employer-relevant introduction to the foundational disciplines that drive modern business: accounting, communications, microeconomics, macroeconomics, organizational behavior, and marketing principles. The six-course curriculum is designed to deliver real, applicable competence in a single academic term, not extended theory.

Designed for career changers from non-finance backgrounds, recent high school graduates targeting banking and finance careers, and customer-facing financial services staff seeking to formalize their skills, this qualification develops the rounded business literacy that employers expect from entry-level financial analysts and banking professionals.

Graduates are positioned for junior financial analyst, bank teller, financial customer service, and bookkeeping support roles.



Modules

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

Module Codes	Description	Credits	Semester
HCFI501	Business Communication	3	1
HCFI502	Financial Accounting	3	1
HCFI503	Principles of Microeconomics	3	1
HCFI504	Principles of Macroeconomics	3	2
HCFI505	Organizational Behavior	3	2
HCFI506	Principles of Marketing	3	2



Assessment

- Continuous assessment (assignments, projects, and quizzes)
- Summative assessment (tests and examinations)
- No practical or workplace-based component

Outcomes

Upon completion of the qualification, graduates will be able to:

- Apply fundamental financial accounting principles to record, classify, and report business transactions.
- Analyze microeconomic and macroeconomic forces that affect business decisions and financial markets.
- Communicate financial information clearly in written reports, presentations, and stakeholder conversations.
- Apply organizational behavior principles to work effectively in finance and banking team environments.
- Apply marketing principles to understand the customer-facing dimensions of financial services.
- Demonstrate the professional communication and presentation skills expected in client-facing finance roles.

Admission Requirements

- US High School Diploma, GED, or international equivalent (NQF Level 4 or higher)
- Recognition of Prior Learning (RPL) in line with CIAFS institutional policy
- English language proficiency: IELTS 5.5, TOEFL iBT 60, or equivalent for non-native English speakers
- Mature applicants (21+) with relevant work experience welcomed via portfolio review

Purpose of the Qualification

To provide students with:

- Provide a structured, employer-relevant introduction to the foundational business disciplines.
- Develop the accounting, communication, and economic literacy required for entry-level finance roles.
- Build the professional presentation and communication skills that distinguish client-ready candidates.
- Open progression to the Advanced Higher Certificate in Finance and broader business qualifications.



Articulation Options

Graduates can articulate horizontally or vertically into:

- Advanced Certificate in Finance
- Associate degree programs in Business Administration or Finance
- Other business and management certificate programs at CIAFS

Career Opportunities

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Graduates may pursue roles such as:

- Junior Financial Analyst
- Bank Teller and Branch Operations
- Financial Customer Service Representative
- Bookkeeping Associate
- Accounts Payable / Receivable Clerk