



# Higher Certificate in Business Management

SAQA ID 83326 NQF level 5

## 🕒 Qualification duration

### Part-Time

Minimum: 2 years  
Maximum: 3 years

## ☰ Qualification description

Looking to shatter glass ceilings? The Higher Certificate in Business Management prepares you for work in the business environment as it introduces you to the core disciplines of the modern workplace. It is also a good stepping-stone for those who do not meet the entry requirements for a degree but wish to gain entry to the Eduvos Bachelor of Commerce after completing this programme.

The focus of the higher certificate is on the key areas of business management, human resource management and marketing. You will also cover Mathematics for Business, Academic English, Computer and Personal Skills Development, Business Communication, Small Business Development and Bookkeeping. Within the curriculum, you will be introduced to topical business subject areas such as the elements of the marketing mix, recruitment, management and leadership, governance and sustainability in business.

Because of our unique teaching and learning approaches, you will also start developing essential skills for the world of work, such as effective problem solving, critical thinking, working in teams and communicating effectively.

On completion of the Higher Certificate in Business Management, you can apply to one of our Bachelor of Commerce degrees. Students could also possibly qualify for two exemptions.

## 📄 Qualification accreditation

- Accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE)
- Registered with the South African Qualifications Authority (SAQA)

## ✅ Entry requirements

- South African National Senior Certificate (NSC) with Bachelor's degree, Diploma or Higher Certificate endorsement.
- Or
- A National Certificate (Vocational) level 4 issued by the Council of General and Further Education and Training with Bachelor's degree, Diploma or Higher Certificate endorsement.
- Or
- A Certificate of evaluation on a minimum NQF level 4 for foreign qualification confirmed by SAQA.
- Or
- A letter or certificate confirming an exemption from Universities South Africa (USAf) for any other school-leaving results.
- Or
- Completion of a Bachelor's degree, Diploma, Higher Certificate or equivalent.

## 📁 Possible career options

Are you excited to understand more about business?

The career choices for you, as a Higher Certificate in Business Management graduate, are varied and employment options include:

- Bookkeeping
- Communications
- Entrepreneurship
- General Administration
- Human Resource Administration
- Marketing Administration
- Sales Consultation

## This qualification is offered at the following campuses:

- Bedfordview
- Pretoria
- Tyger Valley



# Higher Certificate in Business Management

SAQA ID 83326 NQF level 5

## Qualification structure

### Compulsory Modules

- Academic English
- Bookkeeping
- Business Communication
- Computer Skills
- Introduction to Business Management
- Introduction to Human Resource Management
- Introduction to Marketing
- Personal Skills Development

### Electives

- Business Law
- Employment Relations
- Mathematics for Business
- Small Business Development