



# Higher Certificate in Business Management

SAQA ID 120687 NQF Level 5

## 🕒 Mode and duration

### Contact

Full-Time (Campus)

- Minimum: 1 year
- Maximum: 3 years

Full-Time (Online)

- Minimum: 1 year
- Maximum: 3 years

Part-Time (Online)

- Minimum: 2 years
- Maximum: 5 years

### Distance

Minimum: 1-2 years

Maximum: 3-5 years

## 📁 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

## 📄 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)

## This qualification is offered at the following campuses:

- Bedfordview
- Bloemfontein
- Claremont
- Durban
- East London
- Mbombela
- Midrand
- Nelson Mandela Bay
- Potchefstroom
- Pretoria
- Tyger Valley
- Vanderbijlpark

## ✅ Entry requirements

1. South African National Senior Certificate (NSC) with Bachelor's degree, Diploma or Higher Certificate endorsement.
2. 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.
3. Or a Certificate of evaluation on a minimum NQF level 4 for foreign qualification confirmed by SAQA.
4. Or a letter or certificate confirming an exemption from Universities South Africa (USAF) for any other school-leaving results.
5. Or completion of a Bachelor's degree, Diploma, Higher Certificate or equivalent.

## ☰ 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.

A module called Work Integrated Learning is included in the syllabus, to increase skills for critical thinking and transfer of knowledge between relevant modules included in this Higher Certificate.

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.



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## Qualification structure

### Year 1

- Academic English
- Bookkeeping
- Business Communication
- Business Law
- Computer Skills
- Employment Relations
- Introduction to Business Management
- Introduction to Human Resource Management
- Introduction to Marketing
- Mathematics for Business
- Small Business Development
- Work Integrated Learning (Commerce)



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## Module Descriptors

### Year 1

#### **Academic English**

The aim of this module is to provide the student with opportunities to develop an understanding of the concepts and issues relating to English in an academic context, as well as with the practical skills to translate that understanding into the ability to write and communicate in English appropriately and effectively.

#### **Bookkeeping**

The aim of this module is to enable students to develop the competence and skills to compile a basic set of books.

#### **Business Communication**

The aim of this module is to introduce students to effective communication skills as these are applied in the workplace, involving an overview of the most common forms of written and oral communication situations that they may encounter in the business world. Although there is an element of theory in the course, the focus of the module is on the practical abilities and communication skills that students will be able to utilise in the business environment.

#### **Business Law**

This module will enable students to navigate the South African legal landscape and understand the basic principles relating to contracts generally and specifically. The basic principles of the law of sale, lease, suretyship, credit agreements, insurance, labour, and intellectual property will be covered. Students will also explore examples of contracts used in a typical business. They will also understand which business form to choose when starting and operating a business, as well as the importance of sound corporate governance for a business and how to comply with the King Code of Corporate Governance 2016 and company legislation.

#### **Computer Skills**

The aim of this module is to provide practical use of computer applications to create, manage and format data by developing word-processing, spreadsheet and presentation skills in a Windows Operating System (OS) environment.

#### **Employment Relations**

This module is aimed at providing the student with an overview of the principles and practice in the field of Employment Relations in South Africa today. This module focuses on the nature of, and major role-players in, the employment relationship. It provides a look into the development of the labour movement in South Africa and the micro and macro environmental factors that affect the Employment Relations field. Further, the module will examine the impact of the various pieces of labour legislation, which include the Labour Relations Act of 1995 as amended, the Basic Conditions of Employment Act of 1997, the Employment Equity Act of 1998, the Compensation for Occupational Injuries and Diseases Act and the Occupational Health and Safety Act of 1993, as well as the implementation of internal procedures and processes to handle dismissal disputes and grievances in the organisation. The basic principles relating to the law of dismissal and the establishment of human resource functions and processes to create a stable and sound employment relations relationship, will also be covered.

#### **Introduction to Business Management**

The aim of this module is to introduce students to the fundamentals of business and key management practices in an organisation, including enterprises. The concept of business management refers to those activities that a manager in a business needs to undertake to operate the enterprise successfully, ranging from the business plan to the managing of resources and people. The module provides students with essential information and skills to understand and engage in management activities and business operations.

#### **Introduction to Human Resource Management**

The aim of this module is to introduce students to the concept of 'human resource management' (HRM) to assess the importance of HRM in the South African context and to familiarise students with the concept of 'employment relations' and the core legislation governing labour in South Africa. The module will, therefore, provide an understanding of human resource (HR) processes and objectives to enable students to develop the necessary skills and competencies in this discipline, with the long-term objective of being employed in the HR field/industry. A major focus area throughout HR studies will be the objective of developing job-readiness and enhancing the students' employability in the various functional areas of HRM covered in this module.



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### **Introduction to Marketing**

The aim of this module is to provide students with an understanding of, and skills relating to, the fundamental concepts and principles that underpin the marketing process.

### **Mathematics for Business**

The aim of this module is to provide students with a better understanding of the basic mathematical principles applied in business studies. The module aims to develop the student's numerical ability up to the level required for a bachelor's degree in Business Management.

### **Small Business Development**

The aim of this module is to provide students with knowledge about entrepreneurship, the success that is characteristic of entrepreneurs and to develop skills in small business management. The module also provides an overview and practical experience in new venture creation in the South African context.

### **Work Integrated Learning (Commerce)**

The aim of this module is to provide students with the opportunity to apply and incorporate the skills and knowledge learnt in the various modules in an integrated portfolio of evidence.