



# Higher Certificate in Business Management (Tourism)

SAQA ID 120687 NQF Level 5

## 🕒 Qualification duration

### Contact

Full-Time (Campus)

- Minimum: 1 year
- Maximum: 3 years

Full-Time (Online)

- Minimum: 1 year
- Maximum: 3 years

Part-Time (Online)

- Minimum: 3 years
- Maximum: 5 years

### Distance

Full-Time

- Minimum: 1 year
- Maximum: 3 years

Part-Time

- Minimum: 3 years
- Maximum: 5 years

## 📄 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             | • Mbombela           |
| • Bloemfontein            | • Midrand            |
| • Cape Town: Mowbray      | • Nelson Mandela Bay |
| • Cape Town: Tyger Valley | • Potchefstroom      |
| • Durban                  | • Pretoria           |
| • East London             | • Vanderbijlpark     |

## ✅ Entry requirements

- South African National Senior Certificate (NSC) with Bachelor's degree, Diploma or Higher Certificate pass.
- Or a National Certificate (Vocational) Level 4 issued by the Council of General and Further Education and Training with a Bachelor's degree, Diploma or Higher Certificate pass.
- Or a certificate of evaluation on a minimum NQF level 4 for foreign qualification issued 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.

## ≡ Qualification description

Looking to shatter glass ceilings? The Higher Certificate in Business Management (Tourism) prepares you for work in the tourism industry environment.

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 or Bachelor of Commerce in Tourism Management after completing this programme.

The focus of this higher certificate is on the key areas of business management, human resource management and tourism. You will also cover Academic English, Computer Skills, Bookkeeping and Marketing.

You will also 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.



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## Qualification structure

### Year 1

- Academic English
- Bookkeeping
- Business Law
- Computer Skills
- Introduction to Business Management
- Introduction to Human Resource Management
- Introduction to Marketing
- Introduction to Tourism, Travel and Hospitality
- Mathematics for Business
- Tourism Environment
- Tourism Geography
- Work Integrated Learning (Commerce)

## 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
- Tourism Consultation
- Tourism Office Assistant
- Tour and Travel Operation



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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 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.

Within the field of IT, there is often the need to carry out tasks using the internet, word processors, spreadsheets or presentations. This module provides students with the necessary skills to effectively carry out these everyday tasks.

#### **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.

#### **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.

#### **Introduction to Tourism, Travel and Hospitality**

The aim of this module is to introduce learners to tourism and how it has evolved over the years in South Africa.

#### **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.



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### Year 1

#### **Tourism Environment**

The aim of this module is to address the basic principles of tourism motivation and behaviour as requested by the demands for tourism in the tourism system.

#### **Tourism Geography**

The aim of this module is to provide students with an understanding of, and skills relating to the geography of South Africa.

#### **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.