



FACT SHEET

Higher Certificate in Management

- Day classes (full time)



Private
Tertiary
Education

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Higher Certificate in Management

(Day classes)

FACULTY OF BUSINESS AND MANAGEMENT

Higher Education Studies: 2027 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Higher Certificate in Management	110786	120	5

**Now available at all campuses*

Programme description

This programme is a diversified major designed for students who need a broad background, whether for managing businesses of their own or for taking a position within a large business where they will receive more specialised training. Courses offered in the curriculum help students build skills in strategic management, sales management, organisational design, and entrepreneurship.

The Higher Certificate in Management at HEQFS Level 5 provides students with the required competencies to be employed in various entry-level managerial roles in various economic sectors and follow different career opportunities as an entry programme to higher-level programmes.

Admission requirements

The minimum entry requirement for this qualification is:

- ▶ A Grade 12 Certificate with Mathematics or Mathematical Literacy at Level 4.

Mode of study | Duration

Day Classes (full time): 12 Months, (5 days/week)

Programme outline

* Note: All modules included in this programme are compulsory.

Year 1 Semester 1 Subjects:

- ▶ GMP511: General Management Principles
- ▶ BMP511: Business Management Principles and Practices
- ▶ CPR511: Effective Communication and Public Relations
- ▶ HRM511: Human Resource Management and Teamwork
- ▶ ISP500: Integrated Simulation Project

Year 1 Semester 2 Subjects:

- ▶ MAM512: Marketing Management
- ▶ FIN512: Financial Management
- ▶ BIR512: Business Information Resource Management
- ▶ ISP500: Integrated Simulation Project

Overview of Modules

General Management Principles

Students will be introduced to the concepts and management functions of planning, organising, leading and control. The module also addresses the nature of management theory and its evolution and ethics, social responsibility, accountability, corruption and corporate governance as contemporary management issues.

Business Management Principles and Practices

The module will introduce students to the fundamentals of businesses and the types and scope of business organisations. The module further explores topics related to performance management, quality and change management, and knowledge management. Leadership approaches and models applied to given scenarios will be included in this module. Students will briefly be introduced to the concept of entrepreneurship, and entrepreneurial skills and characteristics will be explored.

Effective Communication and Public Relations

Students will be introduced to communication methods within the workplace environment, including verbal, oral, non-verbal and written communication. The module also explores public relations, which involves the flow of information for effective communication between an organisation and its internal and external stakeholders.

Human Resource Management and Teamwork

This module focuses on obtaining knowledge of the scope and context of human resource management, inclusive of detail pertaining to the behavioral aspects of human resource management, human beings as employees, and approaches to human resource management. Legislative elements related to human resource management will be explored, and topics related to motivation and work performance.

Marketing Management

The Marketing Management module focuses on critical aspects of marketing. The role of marketing in an organisation is identified, and examples of marketing opportunities are explored. Students will be introduced to the brand, product and service promotion methods and detail about public relations in communication media.

Financial Management

The module introduces students to the basic principles of effective financial management and detail basic budgeting. The module will aim to provide incumbents with a holistic understanding of the principles, role, scope, and limitations of financial and management accounting.

Business Information Resource Management

Students will be introduced to a systems design concept required to ensure digital/online operability within the Business Information Resource Management module. The connection between information and end-user will be explained, and several computer peripherals will be explored.

Integrated Simulation Project

The module aims to allow students to create, within a simulated environment, a profile utilising skills and competencies developed throughout this programme. Students will, for example, be required to create a tactical plan, budget and marketing plan related to a simulated scenario and indicate through practical examples how resources (human, financial and information) within the context of the business simulation project will be managed.

Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions.

All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked at the campus with the Campus Operational Manager. Students will be expected to attend practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

Textbooks and e-guides

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees.

Technology hardware, software and data requirements

A laptop is required to access the VLIT sessions, all study material, and complete assessments etc.

For additional information please consult the CTU Bring your own device guide. [Device Specifications and Stationery List.](#)

A minimum of 20 GB data per month (uncapped recommended) is required to access training material.

Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

Certification

On successful completion of the programme, the student will graduate with a Higher Certificate in Management.

International Certifications

► MS PowerPoint

Further studies

Students may pursue further studies at an accredited institution of Higher Education. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

Career fields

Students can be employed in the following career fields:

- Junior Management
- Supervisor
- Team Leader
- Managers Assistant
- Office Manager

Pricing*

Programme	Registration Fees	Tuition fee
Higher Certificate in Management	R9 000	Contact a CTU campus/consultant for the latest fee information and payment options.

*** Excludes external fees and identified textbooks if applicable.**

Payment

Visit our website to view the payment method.

[Payment Methods.](#)

[APPLY for Student Loan HERE!](#)

Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

*** Please note the original signed copy should be kept on the student record file.**

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