

HIGHER CERTIFICATE IN BUSINESS MANAGEMENT (HCBM)

Programme Overview

The Higher Certificate in Business Management (HCBM) provides fundamental skills, knowledge and understanding to prepare you for a career in management. It also offers career opportunities for graduates by broadening their understanding of general business administration and management practices to establish and effectively manage a business. Our HCBM also allows admission to a bachelor's degree in business, and specifically to the Regenesys BBA.

Compulsory Modules

- Fundamentals of Business Management
- Fundamentals of Human Resource Management
- Fundamentals of Financial Management
- Principles of Marketing

Electives: Choice of two*

- Information and Communication Technology
- Project Management
- Retail Management
- Credit Management
- Quality and Customer Service Management
- Fundamentals of Sales Management
- Negotiation and Sales Management
- Fundamentals of Operations Management

* Based on student numbers

Exit Level Outcomes

Upon completion of this programme, you will be able to:

- Initiate, develop, implement and evaluate operational strategies, projects and action plans to improve the effectiveness of the unit
- Monitor and measure performance and apply continuous or innovative improvement interventions in the unit
- Lead and manage a team of first-line managers to enhance individual, team and unit effectiveness
- Build relationships with superiors and with stakeholders across the value chain
- Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks
- Enhance the development of teams and team members

Entry Requirements

Applicants will need an NQF Level 4 qualification (e.g. Matric exemption or equivalent) and basic computer skills.

Programme Structure

The Higher Certificate in Business Management is an NQF Level 5 qualification, with 120 credits. This qualification is offered over 12 months.