

# HIGHER CERTIFICATE IN BUSINESS MANAGEMENT (HCBM)

## Programme Overview

This programme develops fundamental management competencies which are required for a career in management, or for starting an entrepreneurial venture.

## Core 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 Conflict Management
- Fundamentals of Operations Management

\*Based on student numbers

## Entry Requirements

- Matric with certificate or diploma pass
- Basic computer skills

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## Programme Structure

- NQF level 5 qualification, with 120 credits
  - This qualification is offered over 12 months
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