

HIGHER CERTIFICATE IN MANAGEMENT

MILPARK
EDUCATION
Commerce



QUALIFICATION: HIGHER CERTIFICATE IN MANAGEMENT

SAQA ID 91832, NQF Level 5

MODE OF DELIVERY:

Distance Learning



PARTNERING WITH YOU ON YOUR **COMMERCE** LEARNING JOURNEY

DESCRIPTION AND PROGRAMME PURPOSE

The Higher Certificate in Management (HCM) is an entry-level, post-school higher education qualification designed to equip the student with the foundational knowledge and skills necessary to function in junior management roles in diverse organisational contexts.

The HCM has a strong vocational orientation, which enables the candidates to appropriately select and apply sound theory towards solving practical problems that typically occur in the contemporary work environment. Beyond gaining knowledge and skills related to the discipline of management, students also develop generic competencies and values that make them better prepared to deal with fairly complex work and life situations.

WHO SHOULD ENROL

The HCM would be suitable for:

- an employed person seeking to develop or formalise the skills, knowledge and attributes needed to effectively operate in a junior management position.
- a school leaver, who requires a Higher Certificate for access into a Diploma or Degree programme of study.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Demonstrate an understanding of the management functions of planning, organising, leading and controlling.
2. Perform a basic analysis of the business environment.
3. Implement basic human resource best practices within a work environment.
4. Apply basic project management techniques in solving an organisational problem, thus contributing towards implementing the organisational strategy.
5. Integrate foundational knowledge from selected management disciplines in solving problems within familiar organisational contexts.

MODULE DESCRIPTIONS

Compulsory INTEGRATED BUSINESS PROJECT IBUP01-5

This module introduces the student to the fundamental concepts, tools and techniques in the area of Project Management. A comprehensive coverage of the rationale for the project approach is offered, followed by a systematic exploration of the main knowledge domains of project

AN EXTRAORDINARY LIFE

PROGRAMME STRUCTURE

Module name and code	Semester	Compulsory/Elective	Credits
The Management Environment MAEN02-5	1	Compulsory	20
Managing People MAPE01-5	1	Compulsory	20
Integrated Business Project IBUP01-5	2	Compulsory	20
Introduction to Management Accounting IMAC01-5	2	Compulsory	20
Fundamentals of Strategic Management FOSM01-5	1	Elective – choose 2	20
Introduction to Marketing Management PMAR02-5	2		20
Principles of Accounting ACCP02-5**	2		20
TOTAL CREDITS			120

*Note that specific subjects will only be offered in specific semesters. Please see the individual module descriptions for greater clarity.

** Only students interested in continuing to the BCom in Accounting qualification should opt for this module (ACCP02-5).

management and finally, an integration of the various knowledge domains. A generic approach is adopted, which seeks to advance fundamental principles and practices, without subscribing to the requirements of any of the various professional bodies in project management.

This module also aims to introduce students to an interdisciplinary approach to management. Students will be required to write a well-substantiated report on a business context (this can be their current business context) that they have assessed in terms of strengths and weaknesses (presenting possible solutions and justifying these). *This module is available only in Semester 2.*

INTRODUCTION TO MANAGEMENT ACCOUNTING IMAC01-5

This is an introductory module in management accounting. Students are introduced to the fundamentals of business, bookkeeping and accounting. The module will also introduce students to the provisions and use of accounting information by managers within organisations, and provide them with the basis to make informed business decisions, which will better equip them for the management and control function. *This module is available only in Semester 2.*

MANAGING PEOPLE MAPE01-5

The purpose of this module is to inculcate an understanding of the foundation of human resource development theories in order to implement best practice within a work environment. To this end, an equitable, efficient and effective HRM culture will produce collaboration between business units and departments to enhance synergy and productivity. *This module is available only in Semester 1.*

THE MANAGEMENT ENVIRONMENT MAEN02-5

This module details the results that successful managers at different levels of business must deliver within their organisations. It addresses topical and future management issues through both classic and contemporary management thought. In addition to placing management in context, the

module also explores the knowledge, skills and dispositions required of managers to perform the management functions of planning, organising and leading in an unpredictable and changing business environment. *This module is available only in Semester 1.*

Electives

FUNDAMENTALS OF STRATEGIC MANAGEMENT FOSM01-5

This module introduces students to the principles and practices of strategic management. It enables an appreciation of how the student's role (as an employee) fits in with the broader strategic goals and direction of the organisation. Students are exposed to the core elements of the strategic management process and most pertinently, are grounded in basic techniques of environmental analysis, strategy implementation and review. Students learn to take ownership of their role in the success (or failure) of business strategy. *This module is available only in Semester 1.*

INTRODUCTION TO MARKETING MANAGEMENT PMAR02-5

This is an introductory module in Marketing Management. Students are introduced to the basic principles of marketing management and are provided with a framework for writing and implementing a marketing plan. Topics include an analysis of the marketing environment, process of selecting a target market, marketing mix strategies, implementation and control of marketing strategy, services marketing and contemporary marketing management developments. This module prepares students to apply their acquired competencies and skills in developing and reflecting on marketing strategies that will contribute to the satisfaction of consumer needs and the development of an organisation. *This module is available only in Semester 2.*

PRINCIPLES OF ACCOUNTING ACCP02-5

This module introduces students to the basic principles of accounting. The double-entry principle and accounting

equation are addressed. In addition, students are introduced to different types of journal entries, ledger accounts and bank reconciliation statements. Different types of financial statements are also introduced. *This module is available only in Semester 2.*

ADMISSION REQUIREMENTS

For entry into the Higher Certificate, candidates require a Senior Certificate (SC) or a National Senior Certificate (NSC), as certified by Umalusi, with a minimum mark of 40% in English, the language of instruction at Milpark Education.

Other certificates

Any applicant who has a certificate other than a South African National Senior Certificate has to provide:

- a SAQA Certificate of Equivalence, if they want to enrol for a Higher Certificate, Advanced Certificate, Diploma or Postgraduate qualification (www.saqa.org.za)
- or a USAF Exemption Certificate, if they want to enrol for a Bachelor's degree (<https://mb.usaf.ac.za/>).

Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Dean.

MODE OF DELIVERY

Students are required to select their mode of study on admission. Please note that there are mode factsheets available that explain each mode in detail.

A change of mode will only be allowed in specified circumstances. An application has to be submitted to the Academic Committee for consideration.

The following mode is available for this specific programme:

- Distance learning (DL)

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the myMilpark and myCourses online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have the minimum system requirements in place.

Minimum system requirements

1. Reliable broadband (high speed) internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication
7. Access to Microsoft 365 using Milpark student credentials.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB ¹	2 GB ¹	2 GB ¹	1 GB ¹
Upload Speed	0.092 Mbps – 0.244 Mbps ²			
Microphone	Any Microphone, either internal or external ³			
Webcam	320x240 VGA resolution (minimum) internal or external ³			

1. Free RAM is the minimum amount of memory that is not in use by other applications.

2. Depends on the exam settings, secure browser has no upload speed requirement.

3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark* (*myCourses*).

RULES OF PROGRESSION

Students have to complete four compulsory and two elective modules. Students require 120 credits to complete the qualification.

ASSESSMENT

Formative assessment contributes 30% to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to you at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester that contributes 70% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment and an overall mark of 50% in order to pass the module.

DURATION

Students have a minimum of one year and a maximum of three years to complete this qualification.

CERTIFICATION

On successful completion of the qualification, the student will receive a Higher Certificate, NQF Level 5 (credits: 120). The Higher Certificate in Management is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 5 and it will provide for articulation options into NQF level 6 programmes. The Higher Certificate allows articulation with the Advanced Certificate in Management. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of management.

A student who transfers from one to another qualification within Milpark Education may be given credit for some modules successfully completed.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for your own account. The prescribed book list will be available on *myMilpark*, on registration.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.