

HIGHER CERTIFICATE IN OPERATIONS MANAGEMENT IN PROJECT MANAGEMENT

SAQA ID: 111412

NQF Level 5



PARTICIPANT PROFILE

The Higher Certificate in Operations Management specializing in Project Management prepares learners for employment in entry-level or support positions in the field of project management, with the fundamental modules addressing the need for general knowledge and skills required in the workplace, and the core modules addressing the need for foundational knowledge and skills in the field of project management.



PROGRAMME STRUCTURE

The Higher Certificate in Operations Management specializing in Project Management is a learning programme and consists of 8 modules which are presented by way of lectures, group discussions, case studies and role plays. The duration of the programme is 1 year. Four of the modules in the programme will be continuously assessed and four modules will include a final examination. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.



LEARNING OUTCOMES

Upon completion of the Higher Certificate in Business Administration, the student should be able to:

- discuss and apply the basic concepts, terms and principles of business administration;
- demonstrate an understanding of the basic legal principles and concepts applicable to businesses in South Africa;
- demonstrate a knowledge of basic accounting and financial management principles and practices;
- demonstrate a basic knowledge of business enterprises and the basic principles and practices applicable to the operation of a business;
- communicate information clearly in the business context, using appropriate technology, language, structure and style, and
- provide an insight into entrepreneurship.



ASSESSMENTS

Assessment is both formative and summative and includes:

- Individual and group exercises and tasks
- Group and individual assignments
- Continuous Assessments in 8 modules

To complete the Higher Certificate programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.



ADMISSION REQUIREMENTS

Applicants with a **National Senior Certificate (NSC)** and a **Senior Certificate (SC)** qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a **(NCV vocational qualification)** must score a minimum of 50% for English or Communication.

COMPULSORY SUBJECTS	NSC	SC	NCV
	Rating		
home language/English first additional language Communication	3	E	D 50%



The total points scored by an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Percentage	Rating	Points
90 - 100%	7	8
80 - 89%	7	7
70 - 79%	6	6
60 – 69%	5	5
50 – 59%	4	4
40 – 49%	3	3
30 – 39%	2	2
0 – 29%	1	1

The total points scored by an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Symbol	Points: Higher Grade	Points: Standard Grade
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

In calculating the total points scored by an applicant, the ratings/symbols achieved for Life Orientation and more than one additional language will be excluded.

APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

The selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Need to be a minimum age of 23 years
- Have atleast three years work experience.
- Need to be self-funded (NSFAS funding does not apply for part-time studies)
- Complete all personal details on the application form
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

Applicants who meet the minimum requirements outlined above will be selected via a ranking process as well as their business/work experience. Those with the highest rankings will be accepted based on DUT's approved enrolment plan.

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PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSMENT METHOD
SEMESTER 1 (ALL COMPULSORY MODULES)			
Essentials of Operations Management	20	5	CA
Financial Literacy	12	5	CA
Introduction to Technology	12	5	CA
Cornerstone 101	12	5	CA
TOTAL CREDITS SEMESTER 1	56		
SEMESTER 2 (ALL COMPULSORY MODULES)			
Fundamentals of Project Quality	16	5	CA
Introduction to Organizational Effectiveness	16	5	CA
Introduction to project Tools & Techniques	16	5	CA
Essentials of Project Management	16	5	CA
TOTAL CREDITS SEMESTER 2	64		
TOTAL	120		