



CERTIFICATE IN MANAGEMENT

3-Year • 6-Semester • 180 ECTS Proposed Framework

Complete Curriculum & Academic Handbook

DOCVERSITY UNIVERSITY

A4 Programme Handbook

Version 1.0 • August 2026

Management Certificate / Continuing & Higher Education Framework

Programme Status & Credit Framework

Important: This document is an internationally benchmarked curriculum framework. It does not by itself confer accreditation, statutory recognition, professional licensure or equivalence in every country. Docversity University should obtain all approvals required by the competent national authority and its applicable quality-assurance framework.

- Duration: 3 academic years / 6 semesters.
- Proposed total: 180 ECTS, at 30 ECTS per semester.
- ECTS is workload- and learning-outcome based; the European Higher Education Area reference is 60 ECTS for a full-time academic year. $\text{Nc} \text{ite} \text{Ö} \text{turn} \text{0} \text{search} \text{1} \text{Ö} \text{turn} \text{0} \text{search} \text{24} \text{Ö}$
- One ECTS is commonly associated with approximately 25–30 hours of learner workload; exact national rules may differ. $\text{Nc} \text{ite} \text{Ö} \text{turn} \text{0} \text{search} \text{27} \text{Ö}$
- The programme combines a common management core with elective certificate pathways, applied projects and practical learning.

Programme Specification

Item	Specification
Award	Certificate in Management
Institution	Docversity University
Duration	3 years / 6 semesters
Proposed credits	180 ECTS
Semester load	30 ECTS
Delivery	Full-time, blended, online or approved campus delivery
Language	English recommended for international delivery
Assessment	Coursework, cases, practical tasks, projects, presentations, examinations, practicum and viva
Progression	Successful completion of each semester and institutional progression requirements

Programme Educational Objectives

- Build broad and practical management competence for entry-level and supervisory roles.
- Develop business literacy in finance, marketing, HR, operations, office administration and entrepreneurship.
- Develop communication, digital, analytical, teamwork and leadership capabilities.
- Provide structured pathways into specialized certificate areas through electives.
- Prepare learners for employment, entrepreneurship, further study and professional development.

Programme Learning Outcomes

Code	Area	Outcome
PL01	Management Knowledge	Explain core management concepts and apply them to routine organizational situations.
PL02	Business Skills	Apply basic accounting, finance, marketing, HR, operations and office-management tools.
PL03	Communication	Produce professional correspondence, reports, presentations and workplace communications.
PL04	Digital Capability	Use common digital productivity, information and data tools responsibly.
PL05	Analysis	Collect, interpret and present business information for practical decisions.
PL06	Leadership & Teamwork	Demonstrate teamwork, leadership, conflict management and professional behavior.
PL07	Project Capability	Plan, execute and close small projects using appropriate project-management methods.
PL08	Entrepreneurship	Identify business opportunities and

Code	Area	Outcome
		prepare basic business models and plans.
PLO9	Ethics & Sustainability	Recognize ethical, governance, ESG and stakeholder responsibilities.
PLO10	Professional Practice	Demonstrate employability through applied projects, practicum, portfolio and viva.

Six-Semester Curriculum

Semester 1 — 30 ECTS

Code	Course	ECTS	Indicative Workload	Focus
CM101	Principles of Management	6	150–180 h	Management concepts, functions, organizational structures, planning, decision-making and contemporary management.
CM102	Business Environment & Economics	6	150–180 h	Microeconomics, macroeconomics, markets, government policy and business environment analysis.
CM103	Financial & Management Accounting Basics	6	150–180 h	Accounting cycle, financial statements, costing, budgeting and basic management reporting.
CM104	Business Communication	6	150–180 h	Professional writing, presentations, interpersonal communication, meetings, negotiation and workplace communication.
CM105	Business Mathematics & Statistics	6	150–180 h	Business mathematics, descriptive statistics, probability, basic inference and spreadsheet applications.

* Workload is indicative and should be validated against the University's approved credit policy.

Semester 2 — 30 ECTS

Code	Course	ECTS	Indicative Workload	Focus
CM106	Marketing Management Fundamentals	6	150–180 h	Marketing principles, segmentation, targeting, positioning, consumer behavior, branding and marketing mix.
CM107	Human Resource Management Fundamentals	6	150–180 h	HR planning, recruitment, selection, training, performance, compensation and employee relations.
CM108	Office & Administrative Management	6	150–180 h	Office systems, records, workflow, scheduling, documentation, customer service and administrative technology.
CM109	Business Information Systems & Digital Skills	6	150–180 h	Information systems, productivity software, data management, cybersecurity awareness and digital workplaces.
CM110	Business Law, Ethics & Corporate Responsibility	6	150–180 h	Contracts, commercial law basics, ethics, compliance, governance and responsible business.

* Workload is indicative and should be validated against the University's approved credit policy.

Semester 3 — 30 ECTS

Code	Course	ECTS	Indicative Workload	Focus
CM201	Financial Management	6	150–180 h	Financial planning, working capital, budgeting, investment basics, risk-return and financial decision-making.
CM202	Operations & Quality Management	6	150–180 h	Process management, productivity, quality, inventory, capacity and continuous improvement.
CM203	Supply Chain & Logistics Management	6	150–180 h	Procurement, logistics, inventory, distribution, supplier management and supply-chain coordination.
CM204	Project Management	6	150–180 h	Project initiation, scope, schedule, cost, risk, quality, stakeholders, agile concepts and project closure.
CM205	Entrepreneurship & Small Business Management	6	150–180 h	Opportunity recognition, business models, venture planning, financing, innovation and growth.

* Workload is indicative and should be validated against the University's approved credit policy.

Semester 4 — 30 ECTS

Code	Course	ECTS	Indicative Workload	Focus
CM206	Strategic Management	6	150–180 h	Strategic analysis, competitive advantage, strategy formulation, implementation and performance control.
CM207	Digital Marketing	6	150–180 h	SEO/SEM concepts, social media, content, email, digital campaigns, analytics and customer journeys.
CM208	Management Research & Applied Analytics	6	150–180 h	Problem definition, research design, data collection, spreadsheet analytics, interpretation and reporting.
CM209	Leadership, Teamwork & Organizational Behavior	6	150–180 h	Leadership, motivation, teams, conflict, culture, emotional intelligence and change.
CM210	Business Planning & Professional Development	6	150–180 h	Business plans, career readiness, employability, professional portfolios, interviews and workplace development.

* Workload is indicative and should be validated against the University's approved credit policy.

Semester 5 — 30 ECTS

Code	Course	ECTS	Indicative Workload	Focus
CM211	Management Elective I	6	150–180 h	Choose one approved certificate/specialization elective from the catalogue below.
CM212	Management Elective II	6	150–180 h	Choose one approved certificate/specialization elective from the catalogue below.
CM213	Business Analytics & Decision-Making	6	150–180 h	Dashboards, data visualization, forecasting, decision tools and evidence-based management.
CM214	Sustainability, ESG & Responsible Management	6	150–180 h	Sustainability, ESG, stakeholder management, social impact and responsible business.

Code	Course	ECTS	Indicative Workload	Focus
CM215	Industry Skills & Management Practicum I	6	150–180 h	Supervised workplace/project experience with professional tasks, reflection and management reporting.

* Workload is indicative and should be validated against the University's approved credit policy.

Semester 6 — 30 ECTS

Code	Course	ECTS	Indicative Workload	Focus
CM216	Management Elective III	6	150–180 h	Choose one approved certificate/specialization elective from the catalogue below.
CM217	Management Elective IV	6	150–180 h	Choose one approved certificate/specialization elective from the catalogue below.
CM218	Digital Transformation & AI for Managers	6	150–180 h	Digital transformation, AI applications, automation, data governance and responsible technology use.
CM219	Integrated Management Project	6	150–180 h	Applied organizational problem, analysis, recommendations, implementation plan and professional report.
CM220	Management Practicum II & Comprehensive Viva	6	150–180 h	Advanced practical experience, portfolio, presentation, reflection and comprehensive viva.

* Workload is indicative and should be validated against the University's approved credit policy.

Elective Certificate Courses / Specialization Pathways

The following certificate areas are explicitly included as elective pathways. The University may offer each as a stackable certificate, a specialization stream, or a set of approved elective modules. Students select electives according to programme rules and prerequisites.

No.	Elective Certificate	Suggested Elective Focus
1	Certificate in Business Management	General management, business environment, entrepreneurship and business planning.
2	Certificate in Office Management	Office systems, administration, records, workflow and executive support.
3	Certificate in Human Resource Management	Recruitment, training, performance, compensation and employee relations.
4	Certificate in Marketing Management	Segmentation, branding, customer behavior, campaigns and marketing strategy.
5	Certificate in Financial Management	Budgeting, working capital, investment basics and financial decision-making.
6	Certificate in Project Management	Project scope, schedule, cost, risk, quality and stakeholder management.
7	Certificate in Entrepreneurship	Opportunity recognition, business models, innovation, venture planning and growth.
8	Certificate in Supply Chain Management	Procurement, logistics, inventory, warehousing and supply-chain coordination.
9	Certificate in Operations Management	Process design, quality, productivity, capacity and continuous improvement.
10	Certificate in Business Communication	Professional writing, presentation, meetings, negotiation and workplace communication.
11	Certificate in Digital Marketing	SEO/SEM, social media, content, digital

No.	Elective Certificate	Suggested Elective Focus
		campaigns, analytics and customer journeys.

Elective Delivery Model

- Each named certificate pathway should have a documented module map, learning outcomes, assessment plan and completion rule before launch.
- Electives may be delivered in semesters 5–6, with selected foundation electives introduced earlier where prerequisites permit.
- Where a student completes the full approved elective pathway, the University may issue the relevant standalone certificate subject to its academic regulations.
- Credits earned through electives should be recorded on the transcript and may be considered for progression only where the receiving programme formally recognizes the learning outcomes.

Detailed Course Syllabus

Semester 1

CM101 — Principles of Management

Credits: 6 ECTS. **Course scope:** Management concepts, functions, organizational structures, planning, decision-making and contemporary management.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM102 — Business Environment & Economics

Credits: 6 ECTS. **Course scope:** Microeconomics, macroeconomics, markets, government policy and business environment analysis.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM103 — Financial & Management Accounting Basics

Credits: 6 ECTS. **Course scope:** Accounting cycle, financial statements, costing, budgeting and basic management reporting.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM104 — Business Communication

Credits: 6 ECTS. **Course scope:** Professional writing, presentations, interpersonal communication, meetings, negotiation and workplace communication.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM105 — Business Mathematics & Statistics

Credits: 6 ECTS. **Course scope:** Business mathematics, descriptive statistics, probability, basic inference and spreadsheet applications.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

Semester 2

CM106 — Marketing Management Fundamentals

Credits: 6 ECTS. **Course scope:** Marketing principles, segmentation, targeting, positioning, consumer behavior, branding and marketing mix.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM107 — Human Resource Management Fundamentals

Credits: 6 ECTS. **Course scope:** HR planning, recruitment, selection, training, performance, compensation and employee relations.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM108 — Office & Administrative Management

Credits: 6 ECTS. **Course scope:** Office systems, records, workflow, scheduling, documentation, customer service and administrative technology.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM109 — Business Information Systems & Digital Skills

Credits: 6 ECTS. **Course scope:** Information systems, productivity software, data management, cybersecurity awareness and digital workplaces.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM110 — Business Law, Ethics & Corporate Responsibility

Credits: 6 ECTS. **Course scope:** Contracts, commercial law basics, ethics, compliance, governance and responsible business.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

Semester 3

CM201 — Financial Management

Credits: 6 ECTS. **Course scope:** Financial planning, working capital, budgeting, investment basics, risk-return and financial decision-making.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM202 — Operations & Quality Management

Credits: 6 ECTS. **Course scope:** Process management, productivity, quality, inventory, capacity and continuous improvement.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM203 — Supply Chain & Logistics Management

Credits: 6 ECTS. **Course scope:** Procurement, logistics, inventory, distribution, supplier management and supply-chain coordination.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM204 — Project Management

Credits: 6 ECTS. **Course scope:** Project initiation, scope, schedule, cost, risk, quality, stakeholders, agile concepts and project closure.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Project/practical work 40%; report/portfolio 25%; presentation/viva 20%; reflection/supervisor evaluation 15%.

CM205 — Entrepreneurship & Small Business Management

Credits: 6 ECTS. **Course scope:** Opportunity recognition, business models, venture planning, financing, innovation and growth.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

Semester 4

CM206 — Strategic Management

Credits: 6 ECTS. **Course scope:** Strategic analysis, competitive advantage, strategy formulation, implementation and performance control.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM207 — Digital Marketing

Credits: 6 ECTS. **Course scope:** SEO/SEM concepts, social media, content, email, digital campaigns, analytics and customer journeys.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM208 — Management Research & Applied Analytics

Credits: 6 ECTS. **Course scope:** Problem definition, research design, data collection, spreadsheet analytics, interpretation and reporting.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM209 — Leadership, Teamwork & Organizational Behavior

Credits: 6 ECTS. **Course scope:** Leadership, motivation, teams, conflict, culture, emotional intelligence and change.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM210 — Business Planning & Professional Development

Credits: 6 ECTS. **Course scope:** Business plans, career readiness, employability, professional portfolios, interviews and workplace development.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

Semester 5

CM211 — Management Elective I

Credits: 6 ECTS. **Course scope:** Choose one approved certificate/specialization elective from the catalogue below.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Pathway-specific practical assignment 30%; project/case 30%; presentation/practical demonstration 10%; final assessment 30%.

CM212 — Management Elective II

Credits: 6 ECTS. **Course scope:** Choose one approved certificate/specialization elective from the catalogue below.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Pathway-specific practical assignment 30%; project/case 30%; presentation/practical demonstration 10%; final assessment 30%.

CM213 — Business Analytics & Decision-Making

Credits: 6 ECTS. **Course scope:** Dashboards, data visualization, forecasting, decision tools and evidence-based management.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM214 — Sustainability, ESG & Responsible Management

Credits: 6 ECTS. **Course scope:** Sustainability, ESG, stakeholder management, social impact and responsible business.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM215 — Industry Skills & Management Practicum I

Credits: 6 ECTS. **Course scope:** Supervised workplace/project experience with professional tasks, reflection and management reporting.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Project/practical work 40%; report/portfolio 25%; presentation/viva 20%; reflection/supervisor evaluation 15%.

Semester 6**CM216 — Management Elective III**

Credits: 6 ECTS. **Course scope:** Choose one approved certificate/specialization elective from the catalogue below.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Pathway-specific practical assignment 30%; project/case 30%; presentation/practical demonstration 10%; final assessment 30%.

CM217 — Management Elective IV

Credits: 6 ECTS. **Course scope:** Choose one approved certificate/specialization elective from the catalogue below.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Pathway-specific practical assignment 30%; project/case 30%; presentation/practical demonstration 10%; final assessment 30%.

CM218 — Digital Transformation & AI for Managers

Credits: 6 ECTS. **Course scope:** Digital transformation, AI applications, automation, data governance and responsible technology use.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.

- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Assignments/case work 30%; practical/presentation 20%; participation/continuous assessment 10%; final assessment 40%.

CM219 — Integrated Management Project

Credits: 6 ECTS. **Course scope:** Applied organizational problem, analysis, recommendations, implementation plan and professional report.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Project/practical work 40%; report/portfolio 25%; presentation/viva 20%; reflection/supervisor evaluation 15%.

CM220 — Management Practicum II & Comprehensive Viva

Credits: 6 ECTS. **Course scope:** Advanced practical experience, portfolio, presentation, reflection and comprehensive viva.

Indicative outcomes:

- Explain relevant concepts, terminology and basic professional practices.
- Apply concepts to practical workplace or business cases.
- Complete a structured task, analysis, presentation or project using appropriate tools.
- Demonstrate professional communication, teamwork and ethical conduct.

Indicative assessment: Project/practical work 40%; report/portfolio 25%; presentation/viva 20%; reflection/supervisor evaluation 15%.

Assessment & Academic Standards

- Use transparent assessment criteria and published rubrics.
- Combine formative and summative assessment.
- Prioritize application, practical performance, problem solving and communication.
- Moderate assessments and maintain academic-integrity procedures.
- Monitor actual learner workload to ensure that allocated credits remain aligned with learning outcomes and student workload.

Work-Integrated Learning

- Practicum I and II should involve supervised workplace, simulated workplace or approved project-based learning.
- Students should maintain a professional portfolio containing evidence of tasks, outputs, reflections and supervisor feedback.
- Industry engagement should be used where feasible to keep the curriculum current and employment-relevant.

International Benchmarking & Recognition

The curriculum is designed around internationally recognizable principles: explicit learning outcomes, workload-based credits, practical learning, transferable skills, digital capability, ethics, employability and progression pathways. ECTS is widely used in the European Higher Education Area to improve transparency, mobility and recognition, but use of ECTS does not itself guarantee international recognition of a qualification.

- Credit and learning-outcome documentation should be published in a course catalogue.
- Each course should specify learning outcomes, workload, teaching/learning activities and assessment.
- Academic transcript and, where appropriate, Diploma/Certificate Supplement documentation should identify credits and learning outcomes.
- Formal recognition remains subject to the laws and quality-assurance requirements of the country in which the qualification is awarded or presented.

Admission Requirements

- Completion of secondary education or another qualification accepted by Docversity University, subject to applicable law.
- English proficiency where the programme is delivered in English.
- Application, identity/academic documents and any institutional admission requirements.
- Recognition of prior learning may be considered under an approved institutional policy.

Graduation Requirements

- Complete all required core courses and the approved elective requirements.
- Earn the approved 180 ECTS under the University's credit rules.
- Successfully complete both practicum components and the integrated management project.
- Pass the comprehensive viva/portfolio requirement.
- Meet academic integrity, attendance, progression and administrative requirements.

Quality Assurance & Governance

- Programme Committee: curriculum, delivery and learning outcomes.
- Academic Board: academic standards, assessment and progression.
- Quality Assurance Unit: course evaluation, learner workload, graduate outcomes and programme review.
- Industry Advisory Panel: employer relevance and practical skills.
- External reviewers: periodic independent review of curriculum and assessment.

Document Control

Field	Entry
Document	Certificate in Management — 3-Year / 6-Semester Complete Curriculum & Academic Handbook
Institution	Docversity University
Version	1.0
Date	August 2026
Format	A4
Proposed Credits	180 ECTS
Elective Pathways	11 certificate areas
Review	Annual monitoring; formal programme review on approved institutional cycle
Approval	To be completed by authorized academic governance and competent regulator/accreditor, as applicable