



ICB BUSINESS MANAGEMENT FOUNDATION LEVEL

BUSINESS LITERACY (BUSL)

This subject develops students' proficiency in effective business communication, both spoken and written, alongside foundational numeracy skills essential for the workplace. Students will master fractions, percentages, ratios, equations, and interest rates while learning to measure, analyse, and communicate workplace data. Topics include work readiness, business communication, and business numeracy, enabling students to apply these skills in professional settings confidently.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations; Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme.

FACT SHEET

MODULE / SUBJECT CERTIFICATE	IQB FULL PROGRAMME CERTIFICATION*	NQF FULL QUALIFICATION*
<p>Receive a Subject Certificate endorsed by IQB for each successful subject.</p> 	<p>Receive a co-branded ICB and IQB Professional International Certification</p> 	<p>NQF level 4, SAQA ID- 48736. Credits 120.(Only for legacy students)</p> 

*only after completion of all subjects in programme