

BUSINESS MANAGEMENT PROGRAMME

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

BUSINESS ADMINISTRATOR

9 MONTHS

Entry requirements

Grade 11 (Std 9), NQF L3 or an equivalent.

SUBJECTS

- 1 Business Management 1 (BMT1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)

NQF LEVEL

National Certificate:
Small Business Financial Management

NQF L4 (SAQA ID 48736)
Total credits: 120

SENIOR BUSINESS ADMINISTRATOR

+ 15 MONTHS

Entry requirements

National Certificate: Small Business Financial Management (must include the Business Management 1 subject).

SUBJECTS

- 4 Office and Legal Practice (OLPR)
- 5 Business Management 2 (BMT2)
- 6 Marketing Management and Public Relations (MMPR)
- 7 Financial Statements (FNST)
- 8 Human Resources Management and Labour Relations (HRLR)

NQF LEVEL

Higher Certificate: Office Administration

NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

BUSINESS ACCOUNTANT

+ 12 MONTHS

Entry requirements

Higher Certificate: Office Administration (must include the Business Management 2 subject).

SUBJECTS

- 9 Business Management 3 (BMT3)
- 10 Financial Management and Control (FMCL)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP)
(By short dissertation, topic: Business Management)

NQF LEVEL

National Diploma: Financial Accounting

NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280