

BUSINESS MANAGEMENT



ENTRY REQUIREMENTS

PROGRAM DURATION

OF SUBJECTS

SUBJECTS

QUALIFICATION DETAILS

IS PROGRAM FLEXIBLE TO SUIT THE NEEDS OF PEOPLE ALREADY IN THE WORKPLACE?

Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Grade 11 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
9 months	15 months	12 months
5	5	4
<ul style="list-style-type: none"> • Induction • Bookkeeping to Trial Balance • Business Management I • Business Literacy 	<ul style="list-style-type: none"> • Office and Legal Practice • Business Management II • Marketing Management and Public Relations • Financial Statements • Human Resources Management and Labour Relations 	<ul style="list-style-type: none"> • Business Management III • Financial Management and Control • Financial Reporting and Regulatory Frameworks • Research Theory and Practice • Short Dissertation
National Certificate: Small Business Financial Management SAQA ID 48736 120 credits	Higher Certificate: Office Administration SAQA ID 23619 240 credits	National Diploma Financial Accounting (Business Management Major) SAQA ID 20366 280 credits
Yes	Yes	Yes





WHAT CAN I DO ON COMPLETION OF THE PROGRAM?

Foundation Level (NQF 4)

- Understand how a business works
- Understand the financial transactions in a business
- Understand the profit/loss situation of a business
- Communicate with business stakeholders
- Understand the basics of cost, capital, income, expense, assets and liability

Intermediate Level (NQF 5)

- Manage your own business more effectively
- Direct marketing and sales
- Direct staff in the business
- Handle staff-related issues
- Understand basic law principles
- Draw up and interpret internal financial statements
- Understand how to grow a business

Advanced Level (NQF 6)

- Work with basic MIS systems
- Prepare a business for audits
- Work out basic strategies
- Apply sound financial management and cost management principles
- Fulfill senior role in a business

Start a Business -

As long as your professional body designation has not expired, you should be able to practice at the level that the professional body allows you to do

Each program requires a minimum of:
24 hours per subject in terms of classwork
24 hours per subject self-study

A number of professional bodies will consider your membership application. You may have to comply with specific terms and conditions at each professional body.

BESIDES THE INSTITUTE OF CERTIFIED BOOKKEEPERS AND ACCOUNTANTS (ICBA), WHICH OTHER PROFESSIONAL BODIES RECOGNISE THE QUALIFICATION ASSOCIATED WITH THE PROGRAM?



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