

# BUSINESS MANAGEMENT PROGRAMME

This programme prepares you to manage a business and its finance. It is a broad programme that teaches you a wide range of business and accounting skills. You will learn good accounting practices, and also office and legal best practice. You will get to know Human Resources, Computer Literacy, Business Strategy and Research Methods in commerce. To start this programme you need Grade 11 (Standard 9), or equivalent qualification on NQF Level 3.

## 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

### 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

### 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

## WHAT YOUR JOB TITLE COULD BE:

### Foundation Level Jobs:

Assistant or Administrator in Human Resources, Office Management, Legal, Administration, Public relations, Finance, Marketing, Sales, Customer relations, Junior Researcher, Junior Analyst, Sales Assistant

### Intermediate Level Job Titles:

Senior Office Administrator, Secretary, General Office Manager, Human Resource Manager, Labor relations manager, Field/Floor/Store Department Supervisor, Customer service Manager

### Upper Intermediate Level Job Titles:

Financial Account, Accounting Officer, Field/Floor/Store Department Manager, Key Accountant Manager, Business Manager, Consultant, Business Advisor, Service or Sales Manager