

CERTIFICATE IN BUSINESS AND MANAGEMENT: 1ST YEAR OF UNIVERSITY (NQF 5) FACT SHEET



1. OVERVIEW

The Certificate in Business and Management is a fully accredited 120-credit qualification equivalent to an NQF 5 (first year of university). This qualification provides the knowledge, understanding, and skills students need to pursue careers in business and administrative management. The Business and Management Certificate has been developed with progression in mind and enables students to continue to various other higher education qualifications.

- Internationally recognised qualification.
- Study at your own pace and convenience.
- The Certificate in Business and Management is fully accredited by ATHE and is equivalent to an NQF 5 or first year of university.

2. OBJECTIVE

The objective of the certificate programme is to provide its participants with:

- A strong foundation in business management principles;
- The necessary skills to apply these principles in a real-world setting;
- The ability to make sound business decisions;
- An understanding of the role of businesses in society.

3. ADMISSION REQUIREMENTS

This qualification is designed for students who are typically age 18 or above.

An entry profile is likely to include one of the following:

- Certificate in Business and Management (NQF 4).
- Certificate in Applied Statistics.
- Senior Certificate (NQF 4) equivalence.

4. DURATION

The programme is designed to be completed in one academic year.

5. COURSE STRUCTURE

The programme consists of eight (8) modules:

1. *The Business Environment;*
2. *Financial and Management Accounting Techniques for Managers;*
3. *Managing Operations;*
4. *Communication Skills for Business;*
5. *Corporate Social Responsibility;*
6. *People in Organisations;*
7. *The Marketing Mix;*
8. *Entrepreneurship.*

6. ASSESSMENT

This programme is assessed through graded assignments, including continuous theory and practical application assessments.