

ICB BUSINESS MANAGEMENT PROGRAMME

Learn how to make a business succeed

This programme is just the ticket if you have ambitions of managing a business and its finances. 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.

Your first qualification in just 3 subjects

You can achieve the ICB Business Management: Foundation Level after completing just three subjects (and achieve the National Certificate: Small Business Financial Management). Continue your studies to progress to the Intermediate and Advanced Levels, and their associated nationally recognised qualifications.

ENTRY REQUIREMENTS

MY SUBJECTS

WHAT I WILL BE ABLE TO DO

WHAT MY TITLE CAN BE

NQF REGISTERED QUALIFICATION

FOUNDATION LEVEL

DURATION: 9 MONTHS

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

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

Demonstrate an understanding of the documentation, processing and recording of a business's financial transactions. Communicate effectively with the business stakeholders. Show you know what it means to be a general manager. Cost and price products, and manage working capital. Operate a personal computer.

Assistant or administrator in human resources, office management, legal, administration, public relations, finance, marketing, sales, customer relations. Junior Researcher, Junior Analyst, Sales Assistant.

National Certificate: Small Business Financial Management
NQF L4 (SAQA ID 48736)
Total credits: 120

INTERMEDIATE LEVEL

DURATION: + 15 MONTHS

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

- 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)

Manage your diary and work schedule as a manager. Operate efficiently as a general office manager of a business. Apply marketing, law, PR and economics principles in business. Draw up and interpret financial statements and reports. Work efficiently with the HR and labour relations departments. Apply business growth principles for local and global expansion.

Senior Office Administrator, Secretary, General Office Manager, Human Resources Manager, Labour Relations Manager, Field/Floor/Store/Department Supervisor, Customer Service Manager.

Higher Certificate: Office Administration
NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

ADVANCED LEVEL

DURATION: + 12 MONTHS

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

- 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)

Work with a management information system at a corporate level. Prepare a business for internal/external audit. Apply principles of strategic intent and strategic thinking in a global business environment. Apply managerial finance and control principles in a commercial environment. Draw up and interpret financial statements and reports in accordance with IFRS.

Financial Accountant, Accounting Officer (via SAIBA, see page 30). Field/Floor/Store/Department Manager, Key Account Manager, Business Manager, Business Consultant, Business Advisor, Service or Sales Manager.

National Diploma: Financial Accounting
NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280