

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.

	FOUNDATION LEVEL	INTERMEDIATE LEVEL	ADVANCED LEVEL
	DURATION: 9 MONTHS	DURATION: +15 MONTHS	DURATION: +12 MONTHS
ENTRY REQUIREMENTS	Grade 11 (Std 9), NQF L3 or an equivalent.	National Certificate: Small Business Financial Management (must include the Business Management 1 subject).	Higher Certificate: Office Administration (must include the Business Management 2 subject).
MY SUBJECTS	1 Business Management 1 (BMT1)	4 Office and Legal Practice (OLPR)	9 Business Management 3 (BMT3)
	2 Bookkeeping to Trial Balance (BKTB)	5 Business Management 2 (BMT2)	10 Financial Management and Control (FMCL)
	3 Business Literacy (BUSL)	6 Marketing Management and Public Relations (MMPR)	11 Financial Reporting and Regulatory Frameworks (FRRF)
WHAT I WILL BE ABLE TO DO	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.	7 Financial Statements (FNST)	12 Research Theory and Practice (RTAP) (By short dissertation, topic: Business Management)
		8 Human Resources Management and Labour Relations (HRLR)	
WHAT MY TITLE CAN BE	Assistant or administrator in human resources, office management, legal, administration, public relations, finance, marketing, sales, customer relations. Junior Researcher, Junior Analyst, Sales Assistant.	Senior Office Administrator, Secretary, General Office Manager, Human Resources Manager, Labour Relations Manager, Field/Floor/Store/ Department Supervisor, Customer Service Manager.	Financial Accountant, Accounting Officer (via SAIBA), Field/Floor/Store/ Department Manager, Key Account Manager, Business Manager, Business Consultant, Business Advisor, Service or Sales Manager.
NQF REGISTERED QUALIFICATION	National Certificate: Small Business Financial Management NQF L4 (SAQA ID 48736) Total credits: 120	Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619) Total cumulative credits: 240	National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366) Total cumulative credits: 280