



IIE Higher Certificate in Business Principles and Practice

School of
Management

For those with the skills, drive and initiative, the business world is a place of great opportunity and reward. This Higher Certificate develops and provides students with a broad range of essential business management skills including communication, accounting and project administration skills.

HIGHER CERTIFICATE

CONTACT

FULL-TIME



Career opportunities

- Project Administrator/Coordinator
- Office Administrator/Coordinator
- Assisting a Project Manager
- Executive Assistant
- Secretary
- Administration Clerk
- Receptionist
- Entry level Accounts Clerk

Curriculum

Year 1							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
IQTT5111	Introduction to Quantitative Thinking and Techniques	5	15	PRMA5122	Project Management and Administration	5	15
INAC5111	Introduction to Accounting 1A	5	15	ACSO5112	Accounting Software	5	15
BMAD5121	Business Management & Administration A	5	15	BMAD5112	Business Management & Administration B	5	15
DIAL5111	Digital and Academic Literacies	5	15	XBPP5129	Work Integrated Learning	5	15

Timetables

This qualification is aimed at students who wish to complete full-time face-to-face studies for the duration of their qualification. This means that students are expected to be available throughout the day for class in the academic year depending on how the timetable is structured. Students may also be required to write assessments or submit coursework or assignments outside of normal class time. Students who would like to pursue part time employment opportunities outside of the academic programme must prioritise their studies and avoid committing to work schedules until after they have received their timetables and academic calendar from the institution. Students must also note that timetables remain subject to change throughout the academic year.

Admission Requirements

NSC: HC pass with	English 30%
NC(V): HC pass	English 40%
SC: Endorsement - none	English 33.3%
SC(a): HC pass with	A minimum of 30% in LOLT on NSC/ SC(a) OR with a min. of 33.3% on SC
International	A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30% or equivalent for English.

Should you have any other school leaving qualification not mentioned above, please contact a student advisor.

THE IIE IS ACCREDITED AS AN INDEPENDENT HIGHER EDUCATION INSTITUTION BY THE BRITISH ACCREDITATION COUNCIL.

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