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 IIE Higher Certificate in Business Principles and Practice (distance) develops and provides students with a broad range of essential business skills, including communication, business administration, accounting and project administration.

The distance mode of study is ideal for working adults who prefer not to attend full-time lectures but still want to achieve a focus on business practices in the business environment.

As an IIE distance student you will receive all your support online from a dedicated team of IIE Varsity College Online tutors.

HIGHER CERTIFICATE   **DISTANCE**

Curriculum

Year 1							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
DIAL5111	Digital and Academic Literacies	5	15	INAC5111	Introduction to Accounting 1A	5	15
IQTT5111	Introduction to Quantitative Thinking and Techniques	5	15	PRMA5122	Project Management and Administration	5	15
BMAD5121	Business Management & Administration A	5	15	BMAD5112	Business Management and Administration B	5	15
Year 2							
Semester 3							
ACSO5112	Accounting Software	5	15				
XBPP5129	Work Integrated Learning	5	15				

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.

Note:

- Curriculum and content are subject to change.
- Students will be required to register per academic year.
- Fees stated are per academic year and not for the full qualification.
- Students who are unsuccessful in a module(s) will need to reregister.

Career opportunities

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

What are the benefits of an IIE distance (online) qualification?

The IIE's distance (online) delivery mode provides you with the agility of studying towards a tertiary qualification asynchronously, at different times from different locations. Distance students need to commit to approximately 20-25 hours a week for distance engagement (most of which is after hours) with material and assessments to succeed.

Here are some of the benefits you can expect:

- A sequenced online learning environment that allows you the ability to manage your learning experiences flexibly and autonomously.
- A learner guide designed to lead you through the module material and learning outcomes, empowering you to effectively pace your learning in preparation for assessments.
- Our Learning Management System is designed to break up your learning units into manageable sections which include various activities to support learning.
- Module expert online lecturers that facilitate module teaching and learning support through various technology enhanced mediums.
- Online Success Navigators provide administrative and operational guidance and support throughout your academic journey.
- A professionally registered Student Wellness Manager/Counsellor available for short-term, primary counselling services. Additionally, the Student Wellness Manager/Counsellor hosts various webinars and virtual talks on topics that promote a balanced lifestyle as you pursue your academic goals.

Device and connectivity specifications required for online study:

- Reliable internet connection (we recommend 5-10 GB of data per month and an internet speed of at least 0.15 Mbps).
- Desktop PC or laptop with at least an i3 processor and 4GB RAM memory.
- Windows 8 or macOS 10.15 (Microsoft Office 365 is available as a free download for IIE students), and Google Chrome, Microsoft Edge Chromium or Firefox.
- A working webcam and microphone.
- An uninterrupted power supply is also highly recommended.

Exams are written at an exam centre and in some instances online. These details will be specified in your programme assessment schedule.

Where assessments are written in person:

- For students based in South Africa, online students may select any campus of The IIE's Varsity College, Rosebank College, Vega, or IIE MSA as their Examination Centre.
- An alternative examination centre is only permissible for students studying abroad and those located in a province of South Africa where there is no IIE campus. If there is no IIE campus within reach, an alternative venue will need to be sourced by you. For non-IIE venues, there is an alternative venue levy per module.

How will The IIE's Varsity College support your online learning as a distance (online) student, and how will it help prepare you for the working world?

Our distance teaching and learning approach is designed to allow you the freedom to self-govern your learning experiences according to your individual needs. You are at the centre of your own learning journey, and by offering curated engagement opportunities, we partner with you to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills
- Manage your work, life and studies
- Succeed in your personal, professional and academic goals

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