

IIE Higher Certificate in Business Principles and Practice

School of Management

This Higher Certificate develops and provides students with a broad range of essential business management skills including communication, accounting and project management and administration skills. This qualification is an entry level qualification which is vocational and industry orientated. It

encapsulates introductory knowledge in the areas of general business administration and project management and will prepare the successful graduate for a junior position in the general business environment.

HIGHER CERTIFICATE

CONTACT

FULL-TIME

www.iiemsas.co.za

IIE Higher Certificate in Business Principles and Practice

1 YEARS FULL-TIME | NQF LEVEL 5 | MINIMUM 120 Credits | SAQA ID: 71637

Curriculum

MODULES					
YEAR 1					
SEMESTER 1			SEMESTER 2		
Code	Module Name	Credits	Code	Module Name	Credits
DIAL5111	Digital and Academic Literacy	15	ACSO5112	Accounting Software	15
INAC5111	Introduction to Accounting 1A	15	BMAD5112	Business Management & Administration B	15
BMAD5121	Business Management & Administration A	15	PRMA5122	Project Management and Administration	15
IQTT5111	Quantitative thinking and techniques	15	XBPP5129	Work Integrated Learning	15

Articulation Options

For the School of Management the following qualification allows you to articulate into the IIE Bachelor of Commerce should you meet the requirements:

IIE Higher Certificate in Business Principles and Practice

For alternative articulation options within our other schools please contact your campus for further information

NQF 5 Higher Certificate ✓

NQF 7 Bachelor's Degree

NQF 8 Honours Degree or Postgraduate Diploma

NQF 9 Master's Degree

Career Opportunities

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



Admission Requirements

There are prerequisites for this programme that must be met in order to progress through the qualification.

National Senior Certificate (NSC)
HC pass with English (30%)

National Certificate (Vocational) (NC(V))
HC pass with English (40%)

Senior Certificate (SC)
Endorsement - none with English (33.3%)
Senior Certificate (Amended) (SC(a))
HC pass with a minimum of 30% in LOLT in NSC/ SC(a) OR with a min. of 33.3% in SC

International
A SAQA Evaluation Certificate with NSC L4 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.

SHAPE YOUR DEGREE. YOUR FUTURE. YOUR CAREER.