

ICB BUSINESS MANAGEMENT PROGRAMME FOUNDATION LEVEL

**REGISTERED QUALIFICATION NAME:
NATIONAL CERTIFICATE:
SMALL BUSINESS FINANCIAL MANAGEMENT NQF LEVEL 4
SAQA ID 48736 (120 CREDITS)**



Good business management is vitally important for a company's commercial success. In this programme, you will learn about business and financial management best practices, office and legal practice, human resource management, global business strategy and research methods in commerce.

This programme is the first level in the ICB Business Management Programme.

After successful completion of this programme, you will be able to do the following:-

- Demonstrate an understanding of the documentation
- Processing and recording of a business's financial transactions
- Communicate effectively with the business stakeholders
- Show that you know what it means to be a general manager
- Cost and price products and manage working capital

CAREER OPPORTUNITIES

- Assistant or administrator in human resources
- Office management
- Legal
- Administration
- Public relations
- Finance
- Marketing, sales
- Customer relations
- Junior Researcher
- Junior Analyst
- Sales Assistant

ENTRANCE REQUIREMENTS

Grade 11 (Std 9), NQF Level 3 or an equivalent

COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC Varsity course progression structure and schedule:

- Full Time - approximately 7 months
- Part Time - approximately 9 months
- Distance Learning - approximately 9 months

SUBJECTS

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

ASSESSMENTS

As per ICB assessment policy. Each course is assessed by the ICB by means of a Portfolio of Evidence where you are required to complete Activities (assignments) and Evaluations (tests) and then complete a final summative assessment (exam) written at an ICB assessment centre.

CERTIFICATION

National Certificate: Small Business Financial Management NQF Level 4 (SAQA ID 48736)

ICB's qualifications are registered on the National Qualifications Framework (NQF), when learners successfully finish their studies, they are certified by FASSET, who is the sector's Education and Training Quality Assurer (ETQA).

ICB will upload learner details and results to the National Learner Records Database.

FASSET has the right to verify ICB assessment processes and if they do so, this can mean a delay in your final certification being confirmed.

FURTHER STUDIES

You can further your studies with the ICB Business Management Programme Intermediate Level – Higher Certificate: Office Administration NQF Level 5 (SAQA ID 23619)