

ICB BUSINESS MANAGEMENT PROGRAMME INTERMEDIATE LEVEL

**REGISTERED QUALIFICATION NAME:
HIGHER CERTIFICATE:
OFFICE ADMINISTRATION NQF LEVEL 5
SAQA ID 23619 (240 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 second level in the ICB Business Management Programme.

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

- Manage your diary and work schedule as a manager
- Operate efficiently as a general office manager of a business
- Apply marketing, law, PR, and economics principles in business
- Draw up and interpret financial statements and reports
- Work efficiently with the HR and labour relations departments
- Apply business growth principles for local and global expansion

CAREER OPPORTUNITIES

- Senior Office Administrator
- Secretary
- General Office Manager
- Human Resources Manager
- Labour Relations Manager
- Field/Floor/Store/Department Manager
- Customer Services Manager

ENTRANCE REQUIREMENTS

National Certificate: Small Business Financial Management NQF Level 4 (SAQA ID 48736) (Must include the Business Management 1 subject)

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 11 Months
- Part Time - approximately 15 Months
- Distance Learning - approximately 15 Months

SUBJECTS

1. Office and Legal Practice
2. Business Management 2
3. Marketing Management and Public Relations
4. Financial Statements
5. Human Resources Management and Labour Relations

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

Higher Certificate: Office Administration NQF Level 5 (SAQA ID 23619)

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 Advanced Level - National Diploma: Financial Accounting NQF Level 6 (SAQA ID 20366)