



School of Management



IIE Higher Certificate in Business Principles and Practice (IIE Distance)

SAQA ID: 71637
NQF Level 5
(minimum 120 Credits)



INTRODUCTION

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.

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 in NSC/ SC(a) OR with a min. of 33.3% in SC

International

A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30 % or equivalent for English.

CURRICULUM

1st Year	NQF Level	Credit Value	Semester
DIAL5111 Digital and Academic Literacies	5	15	2
IQTT5111 Introduction to Quantitative Thinking and Techniques	5	15	2
BMAD5121 Business Management & Administration A	5	15	2
2nd Year	NQF Level	Credit Value	Semester
INAC5111 Introduction to Accounting 1A	5	15	3
PRMA5122 Project Management and Administration	5	15	3
BMAD5112 Business Management & Administration B	5	15	3
ACSO5112 Accounting Software	5	15	4
XBPP5129 Work Integrated Learning	5	15	4

CAREER OPPORTUNITIES

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

NOTE: Students have a MAXIMUM of 3 years in which to complete this qualification

- 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.

Should you complete your registration beyond the academic commencement of the semester, registration into individual modules cannot be guaranteed. Registration will be dependent on the availability of space within the relevant module group.

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Disclaimer: Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.

