



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 Higher Certificate develops and provides students with a broad range of essential business management skills including communication, accounting and project administration skills.

HIGHER CERTIFICATE

CONTACT

FULL-TIME



Career opportunities

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

Curriculum

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

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% on SC 50%
International	<p>A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30 % or equivalent for English.</p> <p>Please refer to International Admissions Spreadsheet</p>

Should you have any other school leaving qualification not mentioned above, please contact a student advisor.

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

Details are correct at the time of printing V1 May 2023