



WORK READY IN ONE YEAR¹

Program Details: Business Management²

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Entry Requirements	Grade 11 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
Program Cost (Price per Module Includes Professional Body Fees, Class Fees, Books, Exam Fees and Annual Online Exam Coach Licence)	Once-Off Deposit: R 2 850 Price Per Module: R 4 500	Once-Off Deposit: R 2 850 Price Per Module: R 4 500	Once-Off Deposit: R 2 850 Price Per Module: R 4 500
“Pay As You Go” Option Available	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)
Program Duration	9 months	15 Months	12 Months

¹ Growth Institute embraces a philosophy of innopreneurship and creating one’s own work instead of search for jobs. Students are provided with all the skills to become independent service providers within the economy.

² The accredited provider for this program in the Growth Group is Workplace Integrated Training Solutions.




Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Subjects	<ul style="list-style-type: none"> • Bookkeeping to Trial Balance • Business Management I • Business Literacy A & B³ 	<ul style="list-style-type: none"> • Office and Legal Practice • Business Management II • Marketing Management and Public Relations • Financial Statements • Human Resources Management and Labour Relations 	<ul style="list-style-type: none"> • Business Management III • Financial Management and Control • Financial Reporting and Regulatory Frameworks • Research Theory and Practice • Short Dissertation
Qualification Details	National Certificate: Small Business Financial Management SAQA ID 48736 120 credits	Higher Certificate: Office Administration SAQA ID 23619 240 credits	National Diploma Financial Accounting (Business Management Major) SAQA ID 20366 280 credits
Professional Body Memberships	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants
Professional Body Designations⁴	YES	YES	YES
Can I start my own business after I completed the program?	As long as your professional body designation has not expired, you should be able to practice at the level that the professional body allows you to do ⁵		
Further Study Options	Yes, get more details from our Dean	Yes, get more details from our Dean	Yes, get more details from our Dean
Is program flexible to suit the needs of people already in the workplace?	Yes	Yes	Yes
Do students have access to an Online Learning Platform?	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details

³ Students are encouraged to pass this exam at Level 5, otherwise they have to repeat the subject every year

⁴ Subject to the requirements of the relevant professional body

⁵ Students must familiarise themselves the practice rules of each professional body

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What can I do on completion of the program?	<ul style="list-style-type: none"> • Understand how a business works • Understand the financial transactions in a business • Understand the profit/loss situation of a business • Communicate with business stakeholders • Understand the basics of cost, capital, income, expense, assets and liability 	<ul style="list-style-type: none"> • Manage your own business more effectively • Direct marketing and sales • Direct staff in the business • Handle staff-related issues • Understand basic law principles • Draw up and interpret internal financial statements • Understand how to grow a business 	<ul style="list-style-type: none"> • Work with basic MIS systems • Prepare a business for audits • Work out basic strategies • Apply sound financial management and cost management principles • Fulfil senior role in a business
Is this program internationally accredited?	All programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program		
Can these programs be linked to learnerships?	Yes		
How much study must be undertaken?	<p style="text-align: center;">Each program requires a minimum of:</p> <ul style="list-style-type: none"> • 40 hours per module in terms of class work <ul style="list-style-type: none"> • 40 hours per module self-study <p style="text-align: center;">Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>		

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<p>Besides the Institute of Certified Bookkeepers and Accountants (ICBA), which other professional bodies recognise the qualification associated with the program?</p>	<p>A number of professional bodies will consider your membership application. You may have to comply with specific terms and conditions at each professional body.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="1261 358 1681 506">  <p>International association of accounting professionals</p> </div> <div data-bbox="1712 358 2132 506">  <p>International association of bookkeepers</p> </div> <div data-bbox="2163 358 2442 506">  <p>saiba SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS</p> </div> </div>		