

INSTITUTE OF BUSINESS STUDIES – NQF3

ID 60650 - NLRD ID 60150

PROFESSIONAL QUALIFICATION: BUSINESS ADMINISTRATION

MODULES

FUNDAMENTALS

- Introduction to Business English
- Introduction to Mathematics for Business

Core

- Introduction to Accounting
- Introduction to Governance

Electives

- Introduction to Office Administration and Information
- Introduction to Business Principles and Human Resources

Duration : 1 Year

Fee Schedule 2009 – NQF 3

BCI Registration E 200.00

Tuition Fee E4680.00

Cash Payment E4880.00

Installment

E 490 x 10 monthly installments

CIS/IBS Registration fee- E540.00

CIS/ IBS Examination fee – E 2450.00

INSTITUTE OF BUSINESS STUDIES – NQF4

ID 60652 - NLRD 60152

PROFESSIONAL QUALIFICATION MANAGEMENT & ADMINISTRATION

This qualification recognizes.

- Formal prior learning; students prior accredited learning at the NQF4 level in relevant domains which constitutes credit bearing unit is recognized.
- Non formal and informal prior experiential learning:
- Student's may be given RPL for individual subjects if they can produce a portfolio of evidence or undergo any other recognized means of assessments that shows that they meet the outcomes and assessment criteria specified for that subject.
- Evidence can be presented in various ways, including international and or previous local qualifications, products, reports testimonials mentioning functions performed, work records and performance records.

MODULES – NQF LEVEL 4

FUNDAMENTALS

- Fundamentals of Business English
- Fundamentals of Mathematics

Core

- Fundamentals of Accounting
- Fundamentals of Governance

Electives

- Fundamentals of entrepreneurship
- Fundamentals of office Administration

Entry Requirements

The learner must have competence in:

- Communication at NQF Level 3 and Mathematical literacy at NQF level 3 or
- The professional qualification: Business Administration NQF levels 3 or an appropriate equivalent.
- (Whether achieved by RPL or not) should have been completed.

Duration : 1 year

Fee schedule 2009 – NQF 4

BCI – Registration	E 200.00
Tuition fee	E4850.00

Installment

E 510 x 10 monthly installments
CIS/IBS Registration fee- E540.00

CIS/ IBS Examination fee – E 2450.00