

Higher Certificate in Business Administration

NQF Level 5
120 Credits

Participant Profile

The Higher Certificate in Business Administration is designed to enhance the employability of students by equipping them with basic administrative knowledge and skills, which will enable them to occupy entry-level administrative or support positions in the workplace. The programme was also designed with a view to promoting the progression of learning - upon completion of the qualification, students can articulate into the CHE accredited Diploma in Management Sciences with a specialisation in Business Administration offered at the Durban University of Technology, or into cognate Advanced Certificate or Diploma programmes offered by other tertiary institutions.

Programme Structure

The course is conducted over one year and consist on eight modules, four per semester.

Learning Outcomes

Upon completion of the Higher Certificate in Business Administration, the student should be able to:

- discuss and apply the basic concepts, terms and principles of business administration;
- demonstrate an understanding of the basic legal principles and concepts applicable to businesses in South Africa;
- demonstrate a knowledge of basic accounting and financial management principles and practices;
- demonstrate a basic knowledge of business enterprises and the basic principles and practices applicable to the operation of a business;
- communicate information clearly in the business context, using appropriate technology, language, structure and style, and
- develop an insight into entrepreneurship.

Assessments

All subjects are assessed by continuous assessments. Refer to the DUT general handbook for further assessment rules and policies.

To complete the Higher Certificate programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessments according to requirements listed in the relevant student handbook.

Admission requirements

In addition to Rule G7, applicants with a **National Senior Certificate (NSC)** or a **Senior Certificate (SC)** qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a **National Certificate (Vocational) level 4** qualification must score a minimum of 50% for English or Communication.

Mandatory Subjects	SC			NCV
Home language/English first additional language/Communication	3	E	D	50%

The total points scored by an applicant with a **National Senior Certificate (NSC)** will be calculated as follows:

Percentage	Rating	Points
90 - 100%	7	8
80 - 89%	7	7
70 - 79%	6	6
60 - 69%	5	5
50 - 59%	4	4
40 - 49%	3	3
30 - 39%	2	2
0 - 29%	1	1

The total points scored by an applicant with a **Senior Certificate (SC)** will be calculated as follows:

Symbol	Points: Higher Grade	Points: Standard Grade
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

- In calculating the total points scored by an applicant, the ratings/symbols achieved for Life Orientation and more than one additional language will be excluded.

Module contents

Module 1: Business Communication & Information Literacy (16 credits)

Overview of communication in the South African context; purpose, audience, context, conventions and types of business letters; guidelines for writing emails, meetings types, meeting procedures and report writing.

Module 2: Financial Literacy (12 credits)

Introduction to financial literacy; savings and budgeting; debt reduction and asset building; basic accounting; cash management; basic cost accounting; cost-volume-profit analysis; personal finance, and retirement planning.

Module 3: Introduction to Technology (12 credits)

Overview of computer terminology; overview of the ethics of Information Technology; access to the internet; uploading and downloading of files; overview of Ms Word, and overview of a presentation package, such as PowerPoint.

Module 4: Cornerstone 101 (12 credits)

Concept of journeys across time, space and human relationships. The module will bring different disciplinary perspectives to this content – environmental, historical and sociological, in particular. Each section will draw on issues of ethics, diversity and critical citizenry.

Module 5: Fundamentals of Business Administration (16 credits)

The nature and role of the administration functions within an organization, Division of administrative functions, The relationship between the administrative function and the other functions in an organization, The characteristics of an efficient information system and the importance of information in decision-making, The importance of knowledge management to a business, Guidelines for conducting effective meetings, The principles of office design and layout, Factors to consider when planning the office layout, The principles and procedures for planning, organising and controlling the administrative functions in an organisation.

Module 6: Introduction to Business (20 credits)

Forms of business ownership and the advantages and disadvantages of each form of ownership; the nature and characteristics of the elements in the business environment (micro; market and macro environments); impact of the elements of the business environment on the operations of an organisation; the nature and role of marketing management in the organisation; the nature and role of the human resource function in the organisation; the nature and role of operations management in the organisation; the nature and role of public relation in the organisation; the nature and role of the purchasing and supply chain function in the organisation, and the functions of management: planning; organising; leading, and controlling.

Module 7: Introduction to Business Law (16 credits)

Basic framework of the South African legal system, general principles of the law of contract; the principles of consumer law in South Africa; brief overview of labour legislation including the Basic Conditions of Employment Act 75 of 1977, Unemployment Insurance Act 63 of 2000 and Compensation for Occupational Injuries and Diseases Act 130 of 1993. Packaging legislation; intellectual property legislation; censorship and freedom of expression; electronic payment systems; dismissals and unfair labour practice, and the Labour Relations Act 66 of 1995.

Module 8: Introduction to Entrepreneurship (16 credits)

The role of entrepreneurs and small and micro-enterprises in the economy; entrepreneurial competencies, creativity and business opportunity; the business plan; resource requirements and the legal and related aspects; financing; the characteristics of entrepreneurs; the challenges facing entrepreneurs in South Africa; creativity and idea generation; alternate routes to entrepreneurship: entering the family business; buying a franchise, and buying an established business: pros and cons, and managing growth of a start-up business.

Concluding Remarks

Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its programmes, where necessary. The presentation of a programme is subject to sufficient enrolment as determined by the BSU.