



NATIONAL DIPLOMA: BUSINESS MANAGEMENT

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Business Management refers to all activities involved in running a business. It includes planning, controlling, leading and monitoring. Management is about organising people and motivating them to achieve the organisation's goals. As a manager you will provide leadership, set goals and implement strategy, oversee budgets and targets, monitor recruitment, training and organisation of staff and see compliance with compliance with company regulations and policies. A good manager must have the right qualifications to empower him or her to use the available time and resources effectively.

DURATION

Theory: 18 months.
Practical Work: 18 months.

Overall Length: 3 years.

ENTRY REQUIREMENTS

Grade 12 Certificate

WHAT IS THIS COURSE ABOUT?

Once you complete this course you will understand the principles on which the South African Economy is founded and have the skills to be an entrepreneur.

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Entrepreneur
- Sales
- Bookkeeping
- Administration

WHAT SUBJECTS WILL I BE TAKING?

N4

- INTRODUCTORY ACCOUNTING
- MANAGEMENT COMMUNICATION
- COMPUTER PRACTICE
- ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

N5

- PUBLIC RELATIONS
- SALES MANAGEMENT
- COMPUTER PRACTICE
- ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

N6

- PUBLIC RELATIONS
- SALES MANAGEMENT
- COMPUTER PRACTICE
- ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

