

Legacy Courses:

Course Name: National Certificate: Business Administration

SAQA ID: 67465

NQF: 3

Credits: 120

Duration: 12 Months

Course Outline:

Module	Explanation	Credits	SAQA ID	NQF
<i>The Business Environment</i>	This module focuses on understanding how a business operates, functioning effectively within the workplace, and maintaining a safe and secure working environment through responsible conduct and adherence to organisational procedures.	15	14357	4
			7785	
			7796	3
<i>Business Communication</i>	These modules focus on effective verbal and non-verbal communication in the workplace, ensuring messages are clearly delivered and adapted to suit different audiences and contexts.	13	9960	3
			8968	3
<i>Business Writing Skills</i>	Interpret and use information from texts. Write texts for a range of communicative contexts.	10	8969	3
			8970	3
<i>Numeracy Skills</i>	Demonstrate understanding of different number bases and measurement units and recognize errors in calculations. Investigate life- and work-related problems using data and probability. Describe, apply, analyze, and calculate shape and motion in 2D and 3D space in various contexts.	11	9010	3
			9012	3
			9013	3
<i>Financial Administration</i>	Use mathematics to analyze and monitor financial aspects of personal, business, and national matters. Perform basic business calculations.	11	7456	3

Module	Explanation	Credits	SAQA ID	NQF
			11241	3
<i>Business Finance</i>	Apply basic accounting principles in financial services. Interpret financial statements and manage expenditure against a budget.	14	11711	3
			117156	4
			242810	4
<i>PC Skills</i>	Produce business documents using word processing and spreadsheets.	10	7570	3
			7567	3
<i>Teamwork Skills</i>	Demonstrate understanding of employment relations within an organization. Work effectively in a team, support new staff, and use communication skills to manage workplace conflict.	8	10170	3
			8420	2
			7860	3
			9533	3
<i>Meeting Administration</i>	Coordinate meetings, small events, and travel arrangements. Plan and prepare meeting communications.	7	13929	3
			13934	3
<i>Business Administration</i>	Monitor and control office supplies and equipment maintenance. Plan and manage information and booking systems in a business environment.	12	13937	3
			13931	3
			13933	3
			7706	3
<i>Business Research</i>	Plan and conduct basic office research. Demonstrate the ability to use the World Wide Web.	9	13935	3
			7573	2