

HIGHER CERTIFICATE IN BUSINESS ADMINISTRATION

SAQA ID: 111313
NQF Level 5



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.



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:

- Understand and apply.
- 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

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.

COMPULSORY SUBJECTS	NSC	SC		NCV
	Rating			
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 **National Senior Certificate (NSC)** 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.

APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

In addition to the requirements above, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Need to be a minimum age of 23 years
- Have atleast three years business/work experience.
- Need to be self-funded (NSFAS funding does not apply for part-time studies)
- Complete all personal details on the application form
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

Applicants who meet the minimum requirements outlined above will be selected via a ranking process as well as their business/work experience. Those with the highest rankings will be accepted based on DUT's approved enrolment pl

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PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSMENT METHOD
SEMESTER 1 (ALL COMPULSORY MODULES)			
Business Communication and Information Literacy	16	5	CA
Financial Literacy	12	5	CA
Introduction to Technology	12	5	CA
Cornerstone 101	12	5	CA
TOTAL CREDITS SEMESTER 1	52		
SEMESTER 2 (ALL COMPULSORY MODULES)			
Fundamentals of Business Administration	16	5	CA
Introduction to Business	20	5	CA
Introduction to Business Law	16	5	CA
Introduction to Entrepreneurship	16	5	CA
TOTAL CREDITS SEMESTER 2	68		
TOTAL	120		