UNIVERSITY OF KWAZULU-NATAL ™

INYUVESI YAKWAZULU-NATALI

EXTENDED LEARNING

Certificate in
Business Administration

The Certificate in Business Administration is a standalone programme that introduces basic concepts, practices and techniques that are consistent with modern business, providing knowledge and skills which can be used immediately. You will also get the advantage of a curriculum that is developed by the School of Management, IT & Governance under the leadership of Professor Henry Wissink, and taught by academics from the University and industry professionals with many years of practical business experience.

This 6 month course also provides access for delegates striving towards a Bachelor of Business Administration Degree, at the University of KwaZulu-Natal, provided that all other requirements of the University are met, including a NSC pass for degree purposes.

STARTS 16 FEBRUARY 2015

OUR WORLD IS CHANGING...SHOULDN'T YOU?

Certificate in Business Administration

How you will benefit. You will learn to:

- Communicate more effectively
- Gain essential computer literacy skills
- Understand the role of numbers in business
- Understand how the external environment influences decision-making

Key focus areas:

- Module 1: Business Communication
- Module 2: Business Computing and Logical Reasoning
- Module 3: Introduction to Management Science
- Module 4: Environment of Business

Who should attend:

- This certificate is ideal if you wish to begin or advance your career in business
- Junior managers, administrators and clerks
- Entrepreneurs and professionals who need to improve their business skills
- Qualifying matriculants who may not have met all the entrance requirements to Bachelor of Business Administration at UKZN but have a NSC Degree pass (enquire exact requirements from the coordintaor)

Entrance requirements:

- Completion of National Senior Certificate (Matric), with not less than 24 NSC points (excluding Life Orientation) and passed Mathematics at grade 11 level
- Mature candidates may also apply on the basis of Industry experience and recognition of prior learning

Programme fee:

The course fee of R14 700 (incl. VAT) covers tuition and instruction material (individual modules may be taken separately)

Estimated level:

Level Five on National Qualifications Framework (NQF)

Duration:

6 month course runs from Monday to Thursday
(evening lectures; 17:30 - 20:30)

Facilitators include:

Professor Henry Wissink was educated and broadly skilled in the fields of public sector governance, public policy analysis, development studies, and organisational and leadership development. Prior to joining UKZN, his academic and professional career of 28 years was primarily centred on academic management as a Head of Department of Public Administration and Law, and later Dean of Commerce and Governmental Studies. His own teaching background focused on training and educating public servants and prospective entrants to public service in South Africa, and broadly schooled professionals who could contribute to more effective governance and public policy-making at all levels of government. During the past four years, he worked as a consultant in business, having developed an online-learning platform to educate and train public servants in local government according to the demands of their job functions.

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The School of Management, Information Technology & Governance

The School of Management, Information Technology & Governance is based on the Pietermaritzburg and Westville campuses of the University of KwaZulu-Natal. A wide range of undergraduate and postgraduate programmes are offered in the disciplines of Marketing; Management and Entrepreneurship; Human Resources and Labour Relations; Supply Chain Management; Information Systems and Management; Information Systems and Technology; and Public Governance.

Business and Management Courses

- Certificate in Business Administration
- Certificate in Public Administration
- Managing for Impact (NEW MANAGERS)
- Finance for Non-Financial Managers
- Competent Project Management
- Supply Chain Management
- Management Development Programme

CONTACT INFORMATION

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