UNIVERSITY OF KWAZULU-NATAL ™

INYUVESI YAKWAZULU-NATALI

EXTENDED LEARNING

Certificate in Business Administration (CBA)

Durban/PMB

Certificate in Business Administration (CBA)

Programme overview & objectives:

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 allows delegates an opportunity to apply for a Bachelor of Business Administration Degree, at the University of KwaZulu-Natal, provided that all other requirements of the University are met, including having a NSC pass for Degree purposes. NOTE: This programme does not guarantee automatic acceptance to UKZN.

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/professionals who need to improve their business skills
· Qualifying matriculants

Programme fee:

The programme fee of R14 700 (incl. VAT) covers tuition, instruction material and refreshments.

Facilitators include:

Dr Josue Mbonigaba
Dr Josue Mbonigaba is educated and broadly skilled in the fields of Economics, Statistics, Mathematics and Management. He is currently working in the UKZN School of Accounting, Economics and Finance. Dr Josue has taught and coordinated various courses at both undergraduate and postgraduate level. The courses taught include Microeconomics, Macroeconomics, Business Statistics and Quantitative Techniques in Finance, Management Sciences and Health economics. Dr Josue is also a supervisor for postgraduate students. Before joining UKZN, Dr Josue worked as a logistician in international organisations namely World Food Programme, International Federation of Red Cross and Red Crescent. His research interests are in the fields of; health care financing, health policy analysis, regional integration, economic modelling and efficiency in the public health sector.

Entrance requirements:

· Completion of National Senior Certificate (NSC Degree), with not less than 24 NSC points (excluding Life Orientation), and with Mathematics at NSC rating Level 2, English at NSC rating Level 4 and Life Orientation at NSC rating Level 4
· Mature candidates may also apply on the basis of Industry experience and recognition of prior learning

For potential UKZN admission:

If you wish to do the CBA in order to be eligible to apply for admission to UKZN and the BBA/BAdmin programmes, you need to have:
· A NSC Degree pass, with at least 24 NSC points (excluding the LO score) and mathematics at NSC rating (level) 2, English at rating (level) 4 and Life Orientation at rating (level) 4
· In addition, on application, the University will also require evidence of a weighted average of at least 60% for the CBA, and a final mark of at least 55% for the Introduction to Management Science module (CBAP0MS)

Duration:

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

NQF level:

Level Five on National Qualifications Framework (NQF)

Dates:

For updated course dates, please contact us or see our website: www.ukznextendedlearning.com

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