



UNIVERSITY OF  
KWAZULU-NATAL<sup>TM</sup>  
INYUVESI  
YAKWAZULU-NATALI

# EXTENDED LEARNING

## Certificate in Business Administration (CBA)



CONTINUING EDUCATION

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

# Certificate in Business Administration (CBA)

## About this programme

The Certificate in Business Administration is a stand alone 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 and taught by academics from the University and industry professionals with many years of practical business experience.

This 6 month programme 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

- 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

## Entrance requirements

- Completion of National Senior Certificate (NSC Degree), with not less than 26 NSC points (excluding Life Orientation), and with Mathematics at NSC rating Level 3, 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

## Facilitators include:



### Dr Josue Mbonigaba

Josue 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. Josue has taught and coordinated various programmes at both undergraduate and postgraduate level. The programmes taught include Microeconomics, Macroeconomics, Business Statistics and Quantitative Techniques in Finance, Management Sciences and Health economics. Josue is also a supervisor for postgraduate students. Before joining UKZN, 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.

## 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 26 NSC points (excluding the LO score) and mathematics at NSC rating (level) 3, 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 (CBAPOMS)

## Programme fee

The programme fee of R16 300 (incl. VAT) covers tuition, instruction material, lunches and refreshments

## Duration

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

## Dates

For updated start dates, please contact us or visit our website: [www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)

*Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: [www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)*

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