



CONCEPT INTERACTIVE INSTITUTE
business • technology • design • innovation



BUSINESS MANAGEMENT CERTIFICATE (10 MONTHS FULL TIME LECTURES OR DISTANCE)

WHAT YOU GET

Business Management certificate (Concept Interactive Institute)
Project Management certificate (University of California, Irvine, US)
The "50 Day MBA" certificate (Concept Interactive Institute)
Finance module (Open University)
Sage Pastel Payroll
Sage One Accounting

INTRODUCTION

This course offers more than business concepts, it equips learners with valuable skill sets in accounting software packages, project management skills and using computer applications proficiently. The course will also equip learners in the principles of all aspects of how businesses and organisations work. Graduates will be able to holistically grasp and effectively converse at all levels in a business and offers a balanced business approach to solving problems and supporting senior management in decision making scenarios.

Our research team has also taken the time to establish the skills that you will need in order to increase your starting salary, whether you work here in South Africa or in the UK. You will find these skills listed in our career path.

And finally, the course is both theoretical and practical in nature and includes an Internship module whereby students will be able to work in a company or organisation during studies. This can often be an opportunity for students to display their learned skills and "get a foot in the door".

For more information, please contact a student advisor:
info@conceptinteractive.co.za 021 202 7890
www.conceptinteractive.co.za

Business Communication
 Computer Essentials (Word, Excel, PowerPoint, Outlook, Google administration) - Beginner and Intermediate
 Creative and Critical Thinking
 Business Maths
 Business Information Systems
 Micro and Macro Economics
 Business Strategy
 Human Resource Management
 Marketing Strategy
 Corporate Governance
 Financial Management (Open University, UK)
 Law
 Introduction to Accounting
 Business Accounting
 Introduction to Tax
 Sage Payroll
 Sage One Accounting
 Introduction to Quickbooks and VIP
 Project Management
 Personal Effectiveness
 Internship

Where applicable, students who successfully complete the external certification requirements will be granted additional certifications.



ADMISSION REQUIREMENTS

Students are expected to have passed matric or the equivalent (this requirement can be waived in special circumstances). Although subject choice will not detract from qualification entry, the subjects Mathematics, Accounting, Business Studies & English are an advantage.

Students should be able to use basic computer applications and thus should have basic computer literacy. If this is not the case proof of training in basic computer literacy will be required in order to be eligible for this course.

Students who are eligible may apply for RPL.



LEGISLATIVE MATTERS AND ASSURANCE

The institution is registered as a Private Higher Education Institution by the Department of Higher Education and Training. Reg. No. 2009/HE07/003. The short course, Business Management, Bookkeeping and Accounting certificate is offered outside the HEQSF. As such, the institution follows the Good Practice Guide for Quality management of short courses as stipulated in the CHE September 2016 publication.

Subject content may change from time to time.