

Programme Delivery: Distance Study	National Certificate: Small Business Financial Management	Higher Certificate: Office Administration	National Diploma: Financial Accounting
	NQF L4 (SAQA ID: 48736)	NQF L5 (SAQA ID: 23619)	NQF L6 (SAQA ID: 20366)
Job Titles	Assistant or administrator in human resources, Office Management, Legal, Administration, Public Relations, Finance, Marketing, Sales, Customer Relations, Junior Researcher, Junior Analyst, Sales Assistant	Senior Office Administrator, Secretary, General Office Manager, Human Resources Manager, Labour Relations Manager, Field/Floor/Store/Department Supervisor, Customer Service Manager	Financial Accountant, Accounting Officer, Field/Floor/Store/Department Manager, Key Account Manager, Business Manager, Business Consultant, Business Advisor, Service or Sales Manager
Learning areas/subjects	<ol style="list-style-type: none"> 1. Business Management 1 2. Bookkeeping to Trial Balance 3. Business Literacy 	<ol style="list-style-type: none"> 4. Office and Legal Practice 5. Business Management 2 6. Marketing Management and Public Relations 7. Financial Statements 8. Human Resources Management and Labour Relations 	<ol style="list-style-type: none"> 9. Business Management 3 10. Financial Management and Control 11. Financial Reporting and Regulatory Frameworks 12. Research Theory and Practice (by short dissertation, topic: Business Management)
Pre-qualification	Grade 11 (Std 9), NQF L3 or an equivalent	National Certificate: Small Business Financial Management (must include the Business Management 1 subject)	Higher Certificate: Office Administration (must include the Business Management 2 subject)