

# Section B:

## National Certificate (Vocational) [NC (V)] Level 2 - 4 |

### 1. School of Business Studies



These vocational programmes are of high skills, high quality and high knowledge programmes introduced at the College. They are intended to directly respond to the priority skills demands of the modern economy.

#### ENTRY REQUIREMENTS:

- Minimum requirement is a successful Grade 9, but even better is successful Grade 10, 11 and Grade 12.
- A year-end school report for Grade 9 or higher; or
- An NQF Level 1 Qualification; or
- ABET Level 4
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirement for access to NQF Level 2

PROGRAMME OFFERED	LEVEL	DOBSONVILLE CAMPUS	ROODEPOORT CAMPUS	TECHNISA CAMPUS
Finance, Economics & Accounting	2 - 4	✔		
Management	2 - 4			✔
Marketing	2 - 4	✔		✔
Office Administration	2 - 4	✔	✔	✔

Duration: Three years [NC(V) Level 2 – 4]

Course structure: One year per NQF level

\* Registering online for the free Google Digital Skills for Africa is compulsory for all students registering for Level 3 and N5.

URL: <https://learndigital.withgoogle.com/digitalskills?> or simply write: **Good Digital Skills for Africa** - on your browser.

\* Students who are registering for Marketing NC (V) Level 3 and N5 are further encouraged to enrol for the Digital Marketing course.

URL: <https://learndigital.withgoogle.com/digitalskills/course/digital-marketing>

# 1.1 Finance, Economics and Accounting NC (V)



The purpose of this programme is to equip students to be self-employed or to be in the financial, economics and accounting sector. This course integrates academic knowledge and theory with practical skills and values.

## Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematics or Mathematical Literacy and
- Life Skills and Computer Literacy

## Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Applied Accounting</li> <li>• Economic Environment</li> <li>• Financial Management</li> <li>• New Venture Creation</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Accounting</li> <li>• Economic Environment</li> <li>• Financial Management</li> <li>• New Venture Creation</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Accounting / Pastel Accounting</li> <li>• Economic Environment</li> <li>• Financial Management</li> <li>• New Venture Creation</li> </ul>

## Career Paths

- Perform Accounting Duties
- Keep records of wages, salaries, petty cash, Value Added Tax (VAT), reconciliations
- Prepare Financial Statements
- Manage budgets, analyse finances of the business etc

## Career Opportunities

- Accounting - (Private & Public)
- Banking
- Financial Services
- Investment Services
- Insurance Services



\*Students that are hoping to pursue their studies to do a degree (e.g. Bcomm/pt) are advised to enroll for pure maths.

# 1.2 Management NC (V)



The purpose of this programme is to equip students with skills in the managerial field. The programme integrates academic knowledge and theory with practical skills.

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Management Practice</li> <li>• Operations Management</li> <li>• Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Management Practice</li> <li>• Operations Management</li> <li>• Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Management Practice</li> <li>• Operations Management</li> <li>• Financial Management</li> </ul>
and one of the following	and one of the following	and one of the following
<ul style="list-style-type: none"> <li>• Entrepreneurship</li> <li>• New Venture Creation</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• New Venture Creation</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• New Venture Creation</li> </ul>

### Career Paths

- Assist with communication Management in organisations
- Participate in human resources structures in organisations
- Manage productivity within an organisation

- Contribute to change management and transformation in an organisation

### Career Opportunities

- Human Resource
- Marketing
- Financial Management
- Public Relations
- Office Administration



# 1.3 Marketing NC (V)



The purpose of this programme is to assist students with marketing related activities in the marketing field such as conducting marketing research, identify markets, and create promotional materials and present marketing proposals. These students can continue with further studies or find full time employment. This programme integrates theoretical learning with practical skills.

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Advertising and Promotions</li> <li>• Marketing Communication</li> </ul> <p><b>and one of the following</b></p> <ul style="list-style-type: none"> <li>• Contact Centre Operations</li> <li>• Graphic Design</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Advertising and Promotions</li> <li>• Marketing Communication</li> </ul> <p><b>and one of the following</b></p> <ul style="list-style-type: none"> <li>• Consumer Behaviour</li> <li>• Contact Centre Operations</li> <li>• Graphic Design</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Advertising and Promotions</li> <li>• Marketing Communication</li> </ul> <p><b>and one of the following</b></p> <ul style="list-style-type: none"> <li>• Consumer Behaviour</li> <li>• Contact Centre Operations</li> <li>• Graphic Design</li> </ul>

### Career Paths

- Market new products
- Sell goods and services
- Determine pricing, packaging, sales, promotions and distribution

- Research needs of customers and develop products
- Guide consumers on products and brands
- Advertise and promote new products & services

### Career Opportunities

- Marketing
- Business Management
- Promotions and Advertising
- Market Research
- Product Development
- Public Relations
- Purchasing Management
- Customer Relations
- Sales Management
- Brand Management



# 1.4 Office Administration NC (V)



The purpose of this programme is to equip the students with knowledge and skills for successful entry into an administrative secretarial field in any sector. Administration competencies apply to all industries; the formal and informal commercial sectors as well as the non-commercial sector. This programme integrates theoretical learning with practical skills.

### Fundamental Compulsory Subjects:

- First additional language - which must be the language of teaching and learning
- Mathematical Literacy
- Life Skills and Computer Literacy

### Vocational Subjects

LEVEL 2	LEVEL 3	LEVEL 4
<ul style="list-style-type: none"><li>• Business Practice</li><li>• Office Practice</li><li>• Office Data Processing</li><li>• New Venture Creation</li></ul>	<ul style="list-style-type: none"><li>• Business Practice</li><li>• Office Practice</li><li>• Office Data Processing</li><li>• New Venture Creation</li></ul>	<ul style="list-style-type: none"><li>• Business Practice</li><li>• Office Practice</li><li>• Office Data Processing</li><li>• New Venture Creation</li></ul>

### Career Paths

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes.
- Perform receptionist duties
- Coordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation
- Operate office equipment

### Career Opportunities

- Accounts Officer
- Bookkeeper
- Administrative Officer
- Company Secretary
- Freight Forwarder
- Legal Secretary
- Hospital Administrator
- Human Resource Manager
- Personal Assisat

