

IIE Higher Certificate in Business Principles and Practice

Faculty of Commerce

2 Years Distance Higher Certificate | NQF Level 5
120 Credits | SAQA ID: 71637 | HBP0501

→ Online

Qualification Description

The IIE Higher Certificate in Business Principles and Practice is designed to develop a broad range of essential business management skills. These include communication, business administration, accounting, and project administration.

Delivered via distance learning, this qualification allows students to study remotely while receiving comprehensive online support from a dedicated team of Emeris lecturers.

Who Is This Qualification Aimed At?

This qualification is aimed at working adults who have the drive, skills, and initiative to succeed in the business world but prefer not to attend full-time lectures. It is ideal for individuals seeking to build a strong foundation in business practices while balancing work or other commitments.

How Will Emeris Support Your Online Learning as a Distance (Online) Student, and How Will It Help Prepare You for the Working World?

Our distance teaching and learning approach is designed to allow you the freedom to self-govern your learning experiences according to your individual needs. You are at the centre of your own learning journey, and by offering curated engagement opportunities, we partner with you to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills
- Manage your work, life and studies
- Succeed in your personal, professional, and academic goals.

DISTANCE (ONLINE)

CONTACT FULL-TIME



Admission Requirements

Minimum Admission Requirements		English
	NSC: HC pass with	30%
	NC(V): HC pass with	40%
	SC: Endorsement - none	33,3%
	SC(a): HC pass with	A minimum of 30% in LOLT on NSC/ SC(a) OR with a min. of 33.3% on SC
	International	A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30% or equivalent for English.

Should you have any other school leaving qualification not mentioned above, please reach out to a Student Advisor.

Scan the QR Code to learn more about Alternate Admission requirements for:
RPL | Mature Age Exemptions | USAf International Students | One module outstanding from a Higher Certificate *If applicable.



Curriculum Structure

Year 1							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
DIAL511	Digital and Academic Literacies	5	15	INAC511	Introduction to Accounting 1A	5	15
IQTT511	Introduction to Quantitative Thinking and Techniques	5	15	PRMA512	Project Management and Administration	5	15
BMAD512	Business Management & Administration A	5	15	BMAD512	Business Management and Administration B	5	15
Year 2							
Semester 3							
Code	Module Name	NQF	Credits				
ACSO512	Accounting Software	5	15				
XBPP5129	Work Integrated Learning	5	15				

Further Study Pathways

The successful completion of the IIE Higher Certificate in Business Principles and Practice (HBP0501) enables you to progress into the following qualification/s subject to meeting the admission requirements:

- IIE Bachelor of Commerce

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Career Opportunities

- Project Administrator/Coordinator
- Office Administrator/Coordinator
- Assisting a Project Manager
- Executive Assistant
- Secretary
- Administration Clerk
- Receptionist
- Entry level Accounts Clerk

System and Software Requirements

- Reliable internet connection (we recommend 5-10 GB of data per month and an internet speed of at least 0.15 Mbps)
- Desktop PC or laptop with at least an i3 processor and 4GB RAM memory
- Windows 8 or macOS 10.15 (Microsoft Office 365 is available as a free download for IIE students), and Google Chrome, Microsoft Edge Chromium or Firefox
- A working webcam and microphone
- An uninterrupted power supply is also highly recommended.

Exams are written at an exam centre and in some instances online. These details will be specified in your Programme Assessment Schedule (PAS).

Graduation and Completion Requirements for This Qualification

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for all 8 modules in the curriculum.

The maximum time for completing a qualification full-time is double the minimum time associated with the qualification, and for part-time an additional year is allowed.

Where Assessments Are Written in Person

- For students based in South Africa, online students may select any Emeris campus as their Examination Centre.
- An alternative examination centre is only permissible for students studying abroad and those located in a province of South Africa where there is no IIE campus. If there is no IIE campus within reach, an alternative venue will need to be sourced by you. For non-IIE venues, there is an alternative venue levy per module.

What Are the Benefits of an IIE Distance (Online) Qualification?

The IIE's distance (online) delivery mode provides you with the agility of studying towards a tertiary qualification asynchronously, at different times from different locations. Distance students need to commit to approximately 20-25 hours a week for distance engagement (most of which is after hours) with material and assessments to succeed.

Here are some of the benefits you can expect:

- A sequenced online learning environment that allows you the ability to manage your learning experiences flexibly and autonomously.
- A learner guide designed to lead you through the module material and learning outcomes, empowering you to effectively pace your learning in preparation for assessments.
- Our Learning Management System is designed to break up your learning units into manageable sections which include various activities to support learning.
- Module expert online lecturers that facilitate module teaching and learning support through various technology enhanced mediums.
- Student Relations Specialists provide administrative and operational guidance and support throughout your academic journey.
- A professionally registered Student Wellness Manager/Counsellor available for short-term, primary counselling services. Additionally, the Student Wellness Manager/Counsellor hosts various webinars and virtual talks on topics that promote a balanced lifestyle as you pursue your academic goals.

Apply Online

After your application is submitted, we will review your documentation and provide an outcome regarding your chosen study.



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