Emeris

Higher Certificate in Business Principles and Practice



Faculty of Commerce

1 Year Full-Time Higher Certificate | NQF Level 5
120 Credits | SAQA ID: 71637 | HBP0501

- Durban North
- Westville
- Pietermaritzburg
- Pretoria
- Sandton
- Ruimsig
- Newlands, Cape Town
- Nelson Mandela Bay
- Waterfall-Midrand

Qualification Description

The Higher Certificate in Business Principles and Practice qualification provides students with a solid foundation in essential business skills, including communication, public relations, accounting, end-user computing, and project administration.

This qualification is designed to develop a broad understanding of key business functions, equipping students with the practical knowledge needed to navigate the modern business environment.

The contact mode of study is delivered on a full-time basis, with lectures scheduled from Monday to Friday over two semesters. In addition to attending lectures, students are expected to engage in independent research and complete various assignments throughout the academic year.

Who Is This Qualification Aimed At?

This qualification is aimed at individuals who have the skills, drive, and initiative to succeed in the business world and are looking to develop a strong foundation in business principles.

It is ideal for school leavers or those looking to enter the business environment with a practical and versatile qualification that opens doors to further study or entry-level roles in business.

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 Modules							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
IQTT5111	Introduction to Quantitative Thinking and Techniques	5	15	PRMA5122	Project Management and Administration	5	15
INAC5111	Introduction to Accounting 1A	5	15	ACSO5112	Accounting Software	5	15
BMAD5121	Business Management & Administration A	5	15	BMAD5112	Business Management & Administration B	5	15
DIAL5111	Digital and Academic Literacies	5	15	XBPP5129	Work Integrated Learning	5	15

Further Study Pathways

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

- Bachelor of Commerce degree

Career Opportunities

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

Emeris

Emeris is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (reg. No. 2007/HE07/002).

Please note, details are correct at the time of publication.

Timetables

This qualification is aimed at students who wish to complete full-time face-to-face studies for the duration of their qualification. This means that students are expected to be available Mon-Fri 8:00 - 17:00 throughout the day for class in the academic year depending on how the timetable is structured.

Students must also note that timetables remain subject to change throughout the academic year.

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.

As a contact student, this qualification is structured to be completed over 1 year. 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.

Apply Online

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

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