



National Certificate: Business Practice

NQF 1



TRAINING OPTIONS:

Classroom / Online

SAQA ID: 61755 – accredited SERVICES SETA

121 Credits

WHAT WILL YOU RECEIVE?

- ✓ Instruction by an expert facilitator
- ✓ interactive classes
- ✓ Specialized manual and course materials

Course Outline

OVERVIEW

This qualification offers all the grounding required for operating in the business environment in South Africa.

The learner successfully completing this qualification will have gained the knowledge and ability to:

- Use fundamental skills in a business environment
- Make appropriate use of Information and communications Technology in an office setting
- Incorporate a range of life skills in an employment or self-employment situation

The learner will also develop some entrepreneurial and business knowledge coupled with correct business attitudes.

OUTCOMES

After you have successfully completed this programme, you should be able to:

1. Skills Program 1: **Basic Mathematics**

UNIT STANDARD DESCRIPTION	ID	POINTS
Describe and represent objects in terms of shape, space and measurement	119373	5
Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	119368	6
Process, analyse and communicate numerical data	110083	4
Work with numbers; operations with numbers and relationships between numbers	119362	4

2. Skills Program 2: **Business Communication**

UNIT STANDARD DESCRIPTION	ID	POINTS
Engage in a range of speaking/signing and listening interactions for a variety of purposes	119635	6
Explore and use a variety of strategies to learn	119631	5
Read/view and respond to a range of text types	119640	6
Write/Sign for a variety of different purposes	119636	6

3. Skills Program 3: **Business Skills**

UNIT STANDARD DESCRIPTION	ID	POINTS
Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	10006	2
Identify, analyse and select business opportunities	10007	3
Demonstrate an understanding of a general business plan and adapt it to a selected business idea	14444	7
Demonstrate the ability to start and run a business and adapt to a changing business environment	10009	3
impact of customer	110082	6

4. Skills Program 4: **Financial Management**

UNIT STANDARD DESCRIPTION	ID	POINTS
Demonstrate an understanding of basic accounting practices	13999	4
Manage personal finances	243189	8
Develop analytical perception	256155	8
Engage in directed planning behaviour	256134	8
Interpret and implement instructions	256154	8

5. Skills Program 5: **Personal Behaviour**

UNIT STANDARD DESCRIPTION	ID	POINTS
Plan to manage one`s time	15091	3
Practice good health and grooming habits	243193	4
Identify and discuss different types of business and their legal implications	13994	4

6. Skills Program 6: **Computer Literacy**

UNIT STANDARD DESCRIPTION	Training aligned to:	ID	POINTS
Develop and use keyboard skills to enter text	Introduction to computers	9357	3
Operate a personal computer system	Introduction to computers	116932	3
Use generic functions in a Graphical User Interface (GUI)-environment	Introduction to computers	117902	4
Use a Graphical User Interface (GUI)-based word processor to format documents	MS Word Basic	117924	5
Managing files in a Graphical User Interface (GUI) environment	MS Excel Basic	117867	4

Learners are able to train specific skills programs individually, please request more information from the Training Department.

CERTIFICATIONS

- Certificate of Attendance (SkillUp)
- Certificate of Competency from SERVICES SETA upon successful completion of the PoE process (moderated and found competent) for clients who specifically selected & paid for the accredited option.

Note: All certificates are electronically issued.

DURATION

1-year learnership as per roll out plan



MCE: Microsoft Certified Educator
Issuer: Microsoft

