

A photograph of a man and a woman in business attire sitting on a couch, looking at a laptop. The man is pointing at the screen. In the background, another person is standing in a modern office setting with large windows and circular pendant lights.

BUSINESS MANAGEMENT AND ADMINISTRATION

This 16-week IIE-endorsed online short business management and administration course will introduce you to the dynamic and competitive context in which a business operates.

This course aims to introduce you to business management and administration principles.

Course code:

Not provided on website

Accreditation status:

This is a non-credit-bearing Short Learning Programme endorsed by The Independent Institute of Education (IIE)

Duration:

16 weeks

Entry requirements:

None

Topics covered:

The course covers the following topics:

- An understanding of the context of business
- The nature of management, the role of business management
- The exciting field of entrepreneurship
- The contemporary issues relating to corporate social responsibility
- The core functional areas of a business as well as the administration of these functions

Assessments:

There are two types of assessment in this online short course:

- Formative assessments in each of the two units, for each of the eight modules
- One final summative assessment, at the end of the course, once you have worked through all eight modules

Type of certificate awarded:

Successful students will receive a Certificate of Competence from **Waterfall School of Business**.

CONTACT DETAILS

Telephone:
021 110 0200

Website:
www.wsb.edu.za

Postal address:
**PO Box 12723,
Die Boord, 7613**

Physical address:
**The Vineyard,
Devon Valley Road,
Stellenbosch, 7600**

Email Address:
info@wsb.edu.za

