



FURTHER DEVELOPMENT AND TRAINING CERTIFICATE: BUSINESS ADMINISTRATION (NQF 4)

Are you interested in becoming a junior manager?

This qualification lays the foundation for the development of management competencies that will enable you to be an informed manager in any occupation

- Learnership with workplace experience
- Duration: 12 months
- The course consists of seven modules:
 - Organisational planning*
 - Strategic management*
 - Teamwork*
 - Monitoring performance*
 - Code of conduct*
 - Fundamentals of financial management*
 - Communication skills*
- Distance study or contact sessions
- Requirements at NQF level 3 to enrol:
 - Communication
 - Mathematical and computer literacy

Cost: R 21 500.00 for 12 months' enrolment and mentoring sessions
Health Science Academy is an accredited provider at LG SETA

Tel: 087 821 1109 | Fax: 081 680 0671
E-mail: hsaenquiries@healthscience.co.za