

SACOB
SOUTH AFRICAN
COLLEGE OF BUSINESS

Traditional education, Modern delivery.

HIGHER CERTIFICATE IN BUSINESS PRACTICE 2027

About Us

SACOB is a higher education institute that also specialises in providing professional qualifications designed to launch or elevate your career.Our range of study areas includes Administration, Bookkeeping, Accounting, Business Management, Corporate Governance, Entrepreneurship, Occupational Health and Safety, skills-based short courses, and more.

We integrate traditional educational methods with modern delivery techniques to offer a tailored educational journey.

Our goal is to support you from the moment you enrol through to the successful completion of your course(s), offering a learning experience that combines the strengths of distance learning with the personal touch of face-to-face education.



Our Mission

SACOB's mission is to offer enrolled students a meaningful and collaborative experience that supports our students in overcoming the traditional barriers of distance learning.

Our Vision

SACOB's vision is to produce sought-after graduates with the skills and competences for optimal employment and wealth creation.

Our Values

- Integrity
- Commitment
- Upliftment/empowerment
- Quality

What sets us apart ?

The SACOB Difference
With over 15 years of experience, SACOB has built a trusted reputation in the education sector. We've used this expertise to create a Higher Education Programme that not only delivers academic knowledge but also equips you for professional success in your chosen field.

At the core of our programme are experienced lecturers and an excellent online learning management system, ensuring you have all the tools you need to reach your academic goals and achieve outstanding results.

Our mission goes beyond academics. We strive to build a community of professionals armed with the skills and confidence to thrive in the workplace. To do this, we promote self-directed learning, encouraging you to develop critical thinking and embrace lifelong growth.

Plus, with dedicated academic support and personalised guidance available whenever you need it, we'll be there to support you every step of the way.

At SACOB, you gain more than just an education — you experience a transformative journey that sets you up for a bigger, brighter, and more successful future.



WHY CHOOSE SACOB

- **Priority Response**
- **Personal Course Advisor**
- **Not just another number**
- **24 Hour Response Time**
- **All study Material included**
- **Free delivery throughout South Africa**
- **Registration Open all year round**
- **Online Support**

HIGHER CERTIFICATE IN BUSINESS PRACTICE

SAQA ID: 124609

NQF Level: 5

Credits: 120

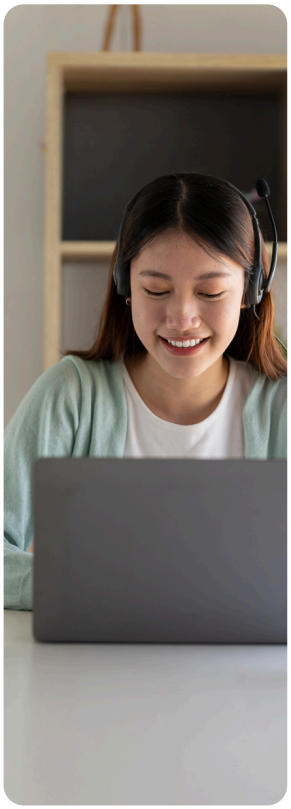


About the Programme

SACOB's Higher Certificate in Business Practice is an undergraduate qualification designed to give you a strong foundation in the world of business.

It equips you with essential knowledge across key areas such as business management, administration, project management, entrepreneurship, finance, law, and e-commerce, while also building your critical thinking, problem-solving, and workplace skills. This qualification doesn't just cover business theory - it develops the practical skills and professional confidence needed to succeed in real workplace settings.

Graduates will be prepared to step into entry-level roles across diverse business fields or further their studies towards diplomas and degrees in business-related disciplines.



Goal of the programme

Graduates will be able to:

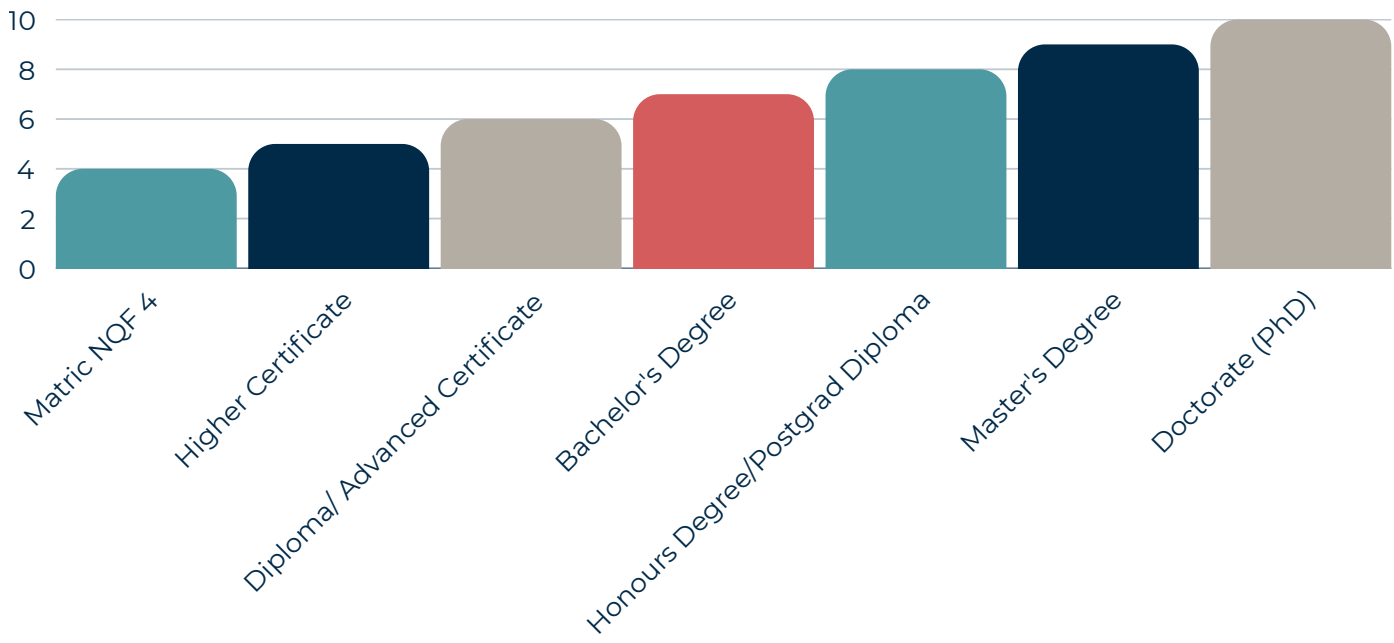
- Gain a foundational understanding of business management, administration, and e-commerce basics.
- Recognise the social and economic role of entrepreneurs and apply key steps in starting a business.
- Apply foundational bookkeeping, accounting, and financial principles.
- Manage business projects through all life cycle stages.
- Navigate South African business law (contracts, labour, compliance).
- Demonstrate essential workplace skills: communication, leadership, emotional intelligence
- Use academic, digital, and computer literacies for study and work.

ARTICULATION AND NQF LEVEL

What is Articulation?
This is the “pathway” between different qualifications. It shows how one qualification can lead to another i.e., how you can move across or up without starting from scratch. This qualification has horizontal, diagonal and vertical articulation.

What is NQF Level?
The NQF is a scale that tells you how advanced a qualification is. The higher the number, the more complex and in-depth the learning. This qualification is at NQF Level 5.

ARTICULATION AND NQF LEVEL



Job Opportunities

- Office Administrator Trainee Manager
- Project Administrator
- Junior Project Manager
- Trainee Administrative
- Assistant Sales and Office Administrator
- Department Manager
- Store Manager
- Retail Supervisor



ARTICULATION OPPORTUNITIES

Upon completing the Higher Certificate in Business Practice, you'll meet the minimum entry requirements for further studies, such as an Advanced Certificate in Business Management and Administration or a related field.

This qualification can also serve as a gateway to pursue a relevant Bachelor's degree, opening the pathway to continue advancing your academic journey and career goals.

Graduates can use this qualification as a stepping stone to professional designations or broader management roles. This could lead to long-term career success.

There are various articulation opportunities for graduates of this programme, below are some articulation options.

Horizontal Articulation:

- Higher Certificate in Business Principles and Practice, NQF Level 5.
- Higher Certificate in Business Management Practice, NQF Level 5.
- Higher Certificate in Entrepreneurship, NQF Level 5.

Diagonal Articulation:

- Higher Occupational Certificate: Business Development Officer, Level 5
  Occupational Certificate: Small Business Consultant, Level 5.

Vertical Articulation:

- Advanced Certificate in Business Management and Administration, NQF Level 6.
- Diploma in Business Management, NQF Level 6.
- Diploma in Commerce in Business Management, NQF Level 6.
- Diploma in Business Management, NQF Level 6.
- Bachelor of Business Administration, NQF Level 7.
- Bachelor of Commerce in Business Management, NQF Level 7.

Duration

- 1 year (Full-time students)
- 2 years (Part-time students)
- 3 years (Part-time students)



PAYMENT OPTIONS

R25 440.00 (Once off payment)
R27 030.00 (R3200 deposit, R9 010.00 paid over 3 months)
R28 620.00 (R3200 deposit, R4 770.00 paid over 6 months)
R30 210.00 (R3200 deposit, R3 356.67 paid over 9 months)
R31 800.00 (R3200 deposit, R2 650.00 paid over 12 months)

MINIMUM ENTRY REQUIREMENTS

The minimum entry requirement for this qualification is:

National Senior Certificate (NSC) with admission to Higher Certificate study. OR National Certificate (Vocational) (NC(V)) with admission to Higher Certificate study. Alternatively, a post-school qualification may also be considered, for example, an FET/National Certificate, NQF (OQSF) Level 4.

ALTERNATIVE ENTRY ROUTES

RECOGNITION OF PRIOR LEARNING (RPL):

SACOB recognises that learning occurs in different ways and is committed to broadening access to higher education.

If you do not meet the standard admission requirements, you may still be considered for admission to the programme through RPL.

Our institution has an approved RPL policy to facilitate registration and progression for those with equivalent prior qualifications and/or formal/informal experience. RPL offers alternative access and advancement within our qualifications. Only 10% of students for this programme will be admitted via RPL.

You may also submit your CV, portfolios, assessments and other documentation as verification of your accomplishments.

Our dedicated team is always ready to guide and assist you through the RPL process.

CREDIT ACCUMULATION AND TRANSFER (CAT):

Our institution also has an approved Credit Accumulation and Transfer (CAT) policy that enables you to carry over credits from completed parts of a programme or qualification. This supports the broader national initiative to expand access to higher education and acknowledges the effort put into both completed and partially completed studies.

Students eligible for CAT may receive exemptions or advanced standing for specific programme modules.

Credits can be transferred in three ways:
Horizontally (at the same NQF level), Vertically (to a higher NQF level), or Diagonally (across different NQF levels).

Up to 50% of the credits from one qualification can be transferred to another.Our dedicated team is ready to assist you in determining your eligibility for credit transfer and guide you through the process.

SEMESTER

Students can enrol for either full-time or part-time studies. Their modules and semesters are broken up as follows:

FULL TIME STUDENTS

Semerster 1:

- Academic, Digital and Computer Literacy
- Introduction to Commercial Law.
- Introduction to Financial Concepts.
- Introduction to Business Management and Administration

Semerster 2:

- E-Commerce
- Entrepreneurship
- Professional Skills for the 21st Century.
- Project Management Basics.

PART TIME STUDENTS (2 YEARS)

First Year Semester 1:

- Academic, Digital and Computer Literacy
- Introduction to Financial Concepts.

First Year Semester 2:

- Introduction to Commercial Law.
- Introduction to Business Management and Administration

Second Year Semester 1:

- Professional Skills for the 21st Century.
- E-Commerce

Second Year Semester 1:

- Project Management Basics.
- Entrepreneurship



PART TIME STUDENTS (3 YEARS)

First Year Semerster 1:

- Academic, Digital, and Computer Literacy

First Year Semerster 2:

- Introduction to Business Management and Administration
- Introduction to Financial Concepts.

Second Year Semerster 1:

- Introduction to Commercial Law.

Second Year Semerster 2:

- Professional Skills for the 21st Century.
- E-Commerce

Third Year Semerster 1:

- Entrepreneurship

Third Year Semerster 2:

- Project Management Basics.

ASSESSMENTS

Each module will have two formative assessments and one summative assessment. No exams are conducted; however, our assessments are designed to thoroughly equip students for the professional world and current industry trends.

Formative assessments: Formative assessment are written assignments based on selected segments of the course. Each assessment is designed to provide support through individualised feedback to the students, so they can develop what they know and succeed in the qualification.

Summative assessment: Summative assessments evaluate and judge overall competency and take the form of novel written assignments or portfolios of evidence. They build on the learning and feedback from formative assessments. They serve as the final indication of a student's competence to be awarded the qualification and enter the professional field.

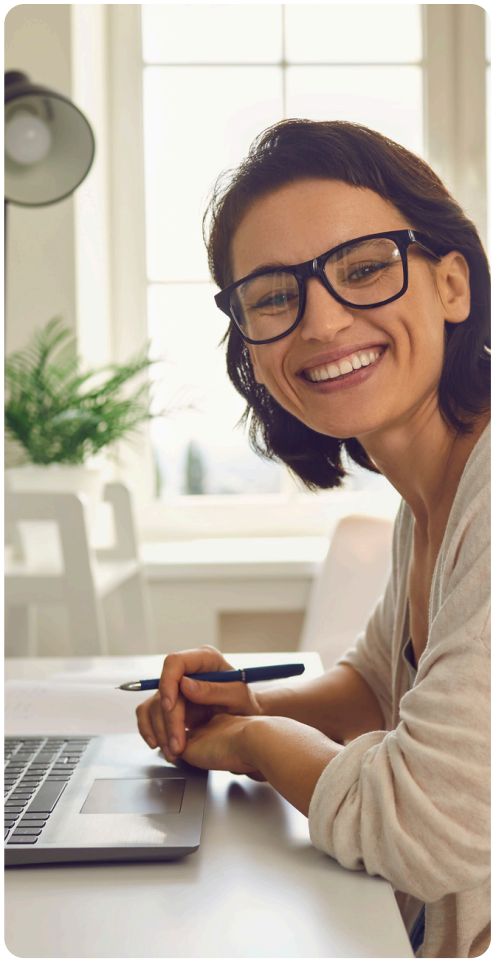
These final assignments or portfolios of evidence may be used to showcase graduates' skills to prospective employers. Continuous assessment takes place throughout the programme to ensure that students perform at optimal levels and are able to achieve their academic goals for the duration of their studies.



HIGHER CERTIFICATE IN BUSINESS PRACTICE

WHAT YOU'LL LEARN

This qualification consists of eight compulsory modules at NQF Level 5, each contributing 15 credits



Module 1: Academic, Digital and Computer Literacy

Develop essential academic writing, research, digital, and computer skills (MS Office, internet, email).

Module 2: E-Commerce

Understand e-commerce environments, technology, consumer behaviour, online stores, logistics, and legal aspects.

Module 3: Entrepreneurship

Explore entrepreneurial skills, forms of business ownership, product/service development, and sales strategies



Module 4: Introduction to Business Management & Administration

Learn core functions (HR, marketing, operations, purchasing) and sustainable business practices.

Module 5: Introduction to Commercial Law

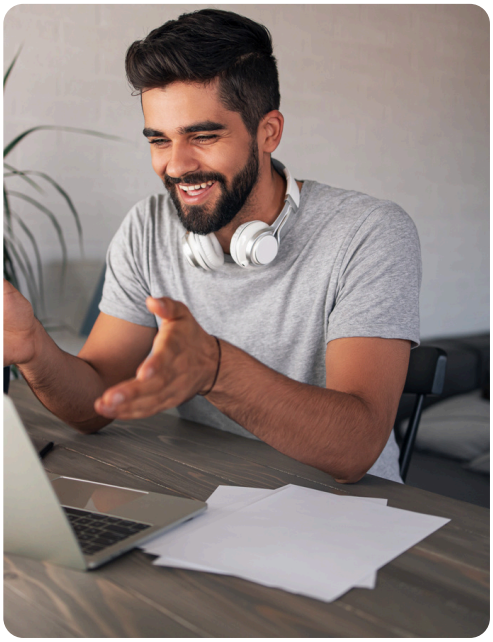
Gain insight into SA business law, contracts, credit agreements, labour law, employment equity, and workplace safety.

Module 6: Introduction to Financial Concepts

Introduction to bookkeeping, accounting principles, VAT, financial ratios, and business transactions.

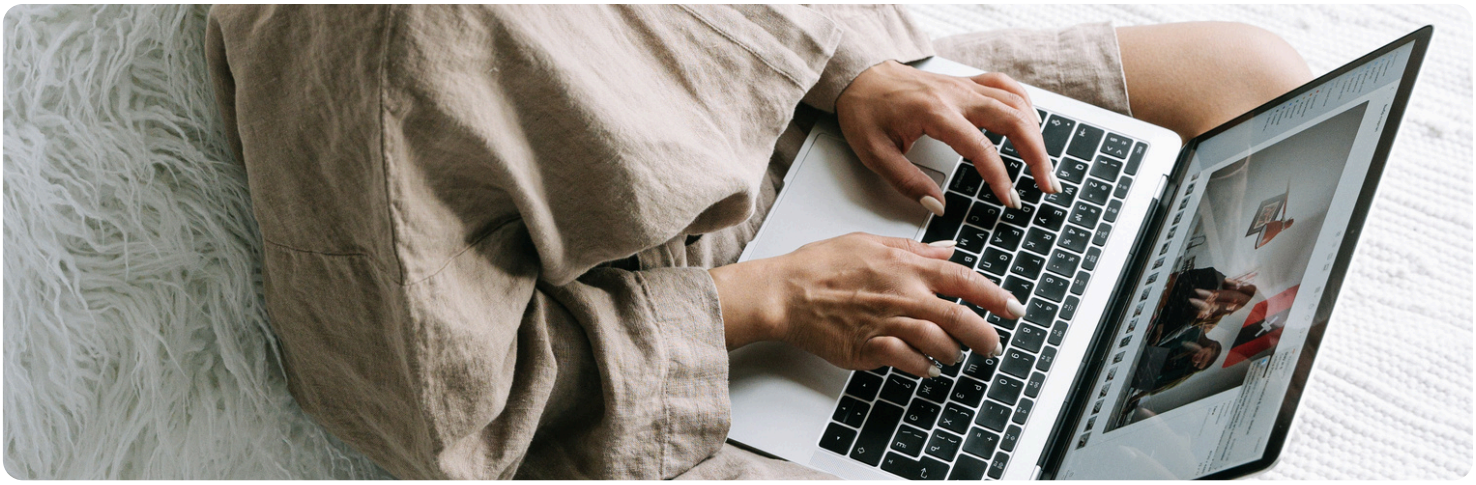
Module 7: Professional Skills for the 21st Century

Workplace communication, leadership, emotional intelligence, report writing and job readiness



Module 8: Project Management Basics

Learn project life cycle, from inception to closure, and practical project documentation skills



LEARNING ACTIVITIES

Hours to set aside for your studies :

Every module takes 150 hours to complete

Full-Time Students 4-6 hours per day
Part-time Students (2 Years) 2-4 hours per day
Part-time Students (3 Years) 2-4 hours per day

During independent self-study, SACOB students will not be alone. Our lecturers play an active role in the learning journey. Through frequent check-ins, grade monitoring and personalised support plans, our lecturers and Student Support Administrator will help students perform at their very best. Additionally, students will be guided every step of the way by our online classroom, breaking down the course into user-friendly segments.



ONLINE CLASSROOM

Our Online Classroom is designed to be your central learning hub, offering a user-friendly platform that supports you throughout your academic journey.

The platform includes: Structured Content: Each module is organised with a clear structure, making it easy to navigate and access your course materials.

Virtual Library Access: Direct links connect you to prescribed and recommended texts, so you have everything you need at your fingertips.

Collaborative Tools: Engage with fellow students through interactive tools like Forums for a more collaborative learning experience.

Multimedia Resources: Access a variety of multimedia content to support different learning styles.

Plagiarism Detection: Each student has access to a plagiarism checker, helping you uphold academic integrity.

The Online Classroom is designed to bring students together, even in a distance learning environment. SACOB understands that learning needs may differ from student to student, that's why we ensure a seamless and supportive learning journey, so you'll have all the resources and guidance you need to succeed.



FURTHER STUDIES

The Higher Certificate in Business Practice serves as a stepping stone for further academic progression. It provides a solid entry-level qualification that prepares students for immediate employment, while also creating clear pathways to advanced studies in business management, administration, entrepreneurship, and related fields. This dual purpose ensures that graduates are equipped to enter the workforce with confidence and continue their academic journey towards advanced certificates, diplomas, or degrees.

EQUIPMENT NEEDED

- Wifi/Internet Connection
- Laptop: MacOS X with MacOS 10.7 (or higher), or Windows 10 Home, Pro, or Enterprise (or higher), Windows 8 or 8.1, Windows 7, Windows Vista with SP1 (or higher), Windows XP with SP3 (or higher), or Ubuntu 12.04 (or higher)
- Webcam
- Microphone Headset

APPLICATION DEADLINE

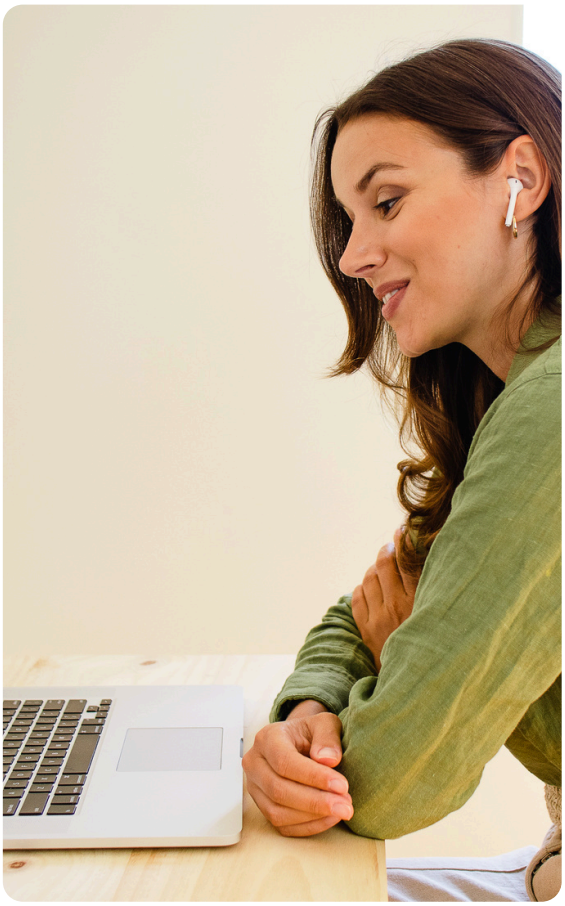
Semester One: 12 February 2027
Semester Two: 12 July 2027

Registration closing date for successful applicants

Semester One: 26 February 2027
Semester Two: 26 July 2027

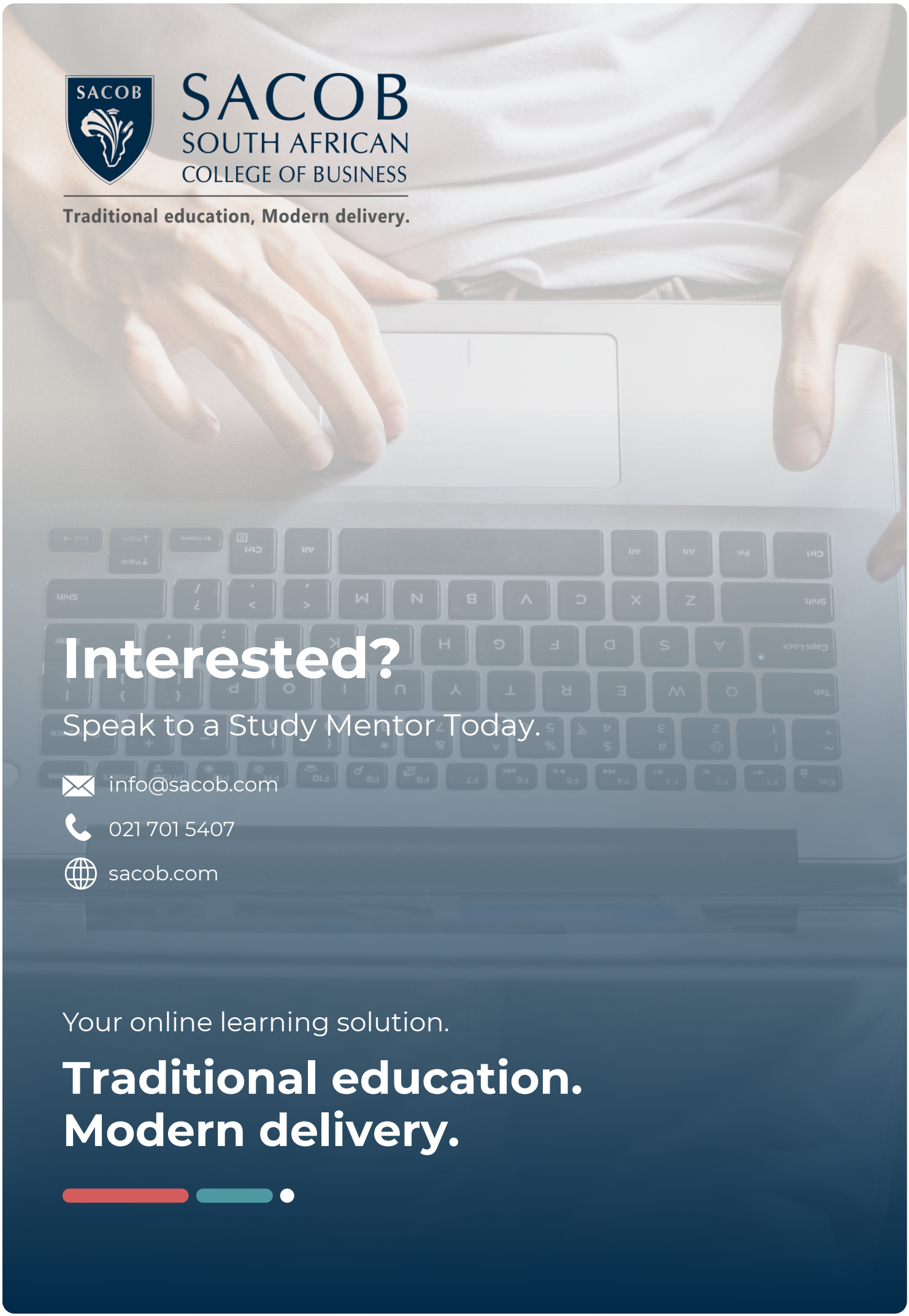
2027 Semester Dates

Semester One: 1 March 2027 - 25 June 2027
Semester Two: 2 August 2027 - 26 November 2027





SACOB South African College Of Business (PTY) LTD is provisionally registered as a private higher education institution in terms of section 54(3) of the Higher Education Act, 1997 (Act no. 101 of 1997) (as amended) and Regulation 14(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2016.



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info@sacob.com

021 701 5407

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