

ICB BUSINESS MANAGEMENT FOUNDATION LEVEL

BOOKKEEPING TO TRIAL BALANCE (BKTB)

This subject introduces the student to essential bookkeeping and accounting principles, including source documents, double-entry rules, subsidiary journals, the general ledger, inventory systems, and bank, debtors and credit reconciliations. It equips students with the skills needed for Accounts Clerk, Debtors Clerk, and Creditors Clerk roles, covering key areas such as business basics, bookkeeping and accounting, Value Added Tax, recording cash and credit transactions, maintaining individual accounts for debtors and creditors, supplier and general ledger reconciliations, performing bank reconciliations, and drafting financial statements.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120. (Only for legacy students)





ICB BUSINESS MANAGEMENT FOUNDATION LEVEL

BUSINESS MANAGEMENT (BMT1)

This subject provides students with a comprehensive understanding of management, including its nature, definition, and distinctions between different management levels. Students will explore the core tasks of managers, the evolution of management theory, and the scope of management across various organisational types. The subject covers managing businesses of different sizes, the role of managers in modern organisations, and the distinctions between management disciplines. Students will also examine the impact of the business environment on management practices, address common misconceptions about management, and recognise the role of the CEO within an organisation. Key topics include management and the environment, financial planning and control, costing and pricing, managing working capital, and working with SARS.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736.
Credits 120.(Only for legacy students)



155 West St, Sandown, Sandton, 2146



info@ifundi.co.za



011 290 5900



ICB BUSINESS MANAGEMENT INTERMEDIATE LEVEL

BUSINESS MANAGEMENT 2 (BMT2)

This subject provides students with a foundational understanding of management, covering its nature, definition, and the distinctions between various management levels. Students will explore the core tasks of managers, including planning, decision-making, organizing, leadership and motivation, and control, while examining the evolution of management theory over time. The subject introduces essential economic principles, covering economic systems, the functioning of the economy, and the roles of the monetary, public, and foreign sectors. Additionally, students will study the economic cycle, growth, development, and forecasting to understand the broader economic environment in which businesses operate.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120. (Only for legacy students)



155 West St, Sandown, Sandton, 2146



info@ifundi.co.za



011 290 5900

ICB BUSINESS MANAGEMENT

FOUNDATION LEVEL

BUSINESS LITERACY (BUSL)

This subject develops students' proficiency in effective business communication, both spoken and written, alongside foundational numeracy skills essential for the workplace. Students will master fractions, percentages, ratios, equations, and interest rates while learning to measure, analyse, and communicate workplace data. Topics include work readiness, business communication, and business numeracy, enabling students to apply these skills in professional settings confidently.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120. (Only for legacy students)



ICB BUSINESS MANAGEMENT

INTERMEDIATE LEVEL

FINANCIAL STATEMENTS (FNST)

This subject provides students with essential financial accounting and reporting skills, including recording business transactions, managing depreciable assets, and finalising and interpreting accounts. Students will learn to prepare financial statements for sole proprietorships and partnerships, conduct internal reporting for corporations, and gain an introduction to IFRS for SMMEs, including preparing cash flow statements.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736.
Credits 120. (Only for legacy students)





ICB BUSINESS MANAGEMENT INTERMEDIATE LEVEL

OFFICE AND LEGAL PRACTICE (OLPR)

This subject prepares students for the role and responsibilities of an administrative assistant, focusing on the essential skills and functions required to support an organisation effectively. Students will understand the secretary's role comprehensively, develop traditional and advanced technical skills and learn how to advise junior employees on performance. Emphasis is placed on professional telephone etiquette, managing routine business correspondence, drafting memoranda, minutes, and reports, and demonstrating organisational skills. Topics include reception and diary management, office equipment and ergonomics, office supplies management, creating and maintaining confidential records, mail handling, travel and events management, business document creation, banking and cash control, an introduction to business law, and relevant acts and laws for business.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736.
Credits 120. (Only for legacy students)



155 West St, Sandown, Sandton, 2146



info@ifundi.co.za



011 290 5900



ICB BUSINESS MANAGEMENT

ADVANCED LEVEL

BUSINESS MANAGEMENT 3 (BMT3)

This subject introduces students to management fundamentals, including its nature, definition, and the distinctions among management levels. Students will gain an understanding of the core tasks of managers and trace the evolution of management theory over time. The subject introduces strategic management, highlighting the importance and growth of international business. Key topics include understanding international trade, analysing the macro-environmental matrix, developing global business strategies, and examining international organisational cultures and structures. Students will also explore international strategies, such as joint ventures, entry strategies, and decision-making in a global context.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120. (Only for legacy students)



ICB BUSINESS MANAGEMENT

INTERMEDIATE LEVEL

MARKETING MANAGEMENT AND PUBLIC RELATIONS (MMPR)

This subject introduces students to the fundamental marketing management concepts, covering the essential principles of marketing and its impact on business success. Students will learn to distinguish between consumer needs and wants, use models to identify marketing applications and differentiate between goods and services. The subject explores the development of marketing over time and provides an in-depth look at the marketing concept. Students will examine the relevance of micro and macro marketing, types of economies, and the functions that support marketing, illustrated with examples of competitive advantage. Key topics include the internal and external marketing environments, formulating a marketing strategy, and understanding the four elements of the marketing mix: Product, Place, Price, and Promotion. The subject also addresses the roles of public relations and mass communication in business and culminates in integrating these elements to formulate a strategic marketing plan.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120.(Only for legacy students)





ICB BUSINESS MANAGEMENT ADVANCED LEVEL

FINANCIAL MANAGEMENT AND CONTROL (FMCL)

This subject introduces students to information systems, emphasising their value and growing significance in organisational operations. Students will explore why organisations increasingly rely on information systems and examine the characteristics of an efficient system. Topics include identifying various information systems within an organisation, understanding their integration, and recognising system requirements at different organisational levels. The subject also discusses the advantages and disadvantages of information systems. Additional areas of focus include management information systems, an introduction to auditing, the role of the financial manager, material and inventory control, labour cost control, overhead allocation and control, job costing, and contract costing.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120. (Only for legacy students)



155 West St, Sandown, Sandton, 2146



info@ifundi.co.za



011 290 5900

ICB BUSINESS MANAGEMENT INTERMEDIATE LEVEL

HUMAN RESOURCES MANAGEMENT AND LABOUR RELATIONS (HRLR)

This subject introduces human resource management, offering a comprehensive overview of the HR function within an organisation. Students will learn key concepts, including strategising, structuring, and planning HR activities, recruiting potential employees, and the selection, appointment, placement, and induction processes. The subject covers employee performance management, compensation management, and health and safety protocols within the workplace. Additional topics include career management, human resource development, organisational behaviour, employment relations, and the structures established by the Labour Relations Act for collective bargaining and dispute resolution.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736.
Credits 120.(Only for legacy students)





ICB BUSINESS MANAGEMENT

ADVANCED LEVEL

FINANCIAL REPORTING AND REGULATORY FRAMEWORK (FRRF)

This subject introduces students to key elements of financial statement presentation, including topics such as property, plant, and equipment; investment property; asset impairment; intangible assets; and inventories. Students will learn about provisions, contingent liabilities, contingent assets, leases, financial instruments, and events occurring after the reporting period. Additional areas covered include revenue recognition, employee benefits, foreign exchange rate effects, earnings per share, income tax accounting, handling accounting policies, changes in estimates, and errors. The subject also covers statements of cash flows, consolidated financial statements, and the financial reporting requirements under the Companies Act.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120.(Only for legacy students)





ICB BUSINESS MANAGEMENT ADVANCED LEVEL

RESEARCH THEORY AND PRACTICE (RTAP)

This dissertation subject guides students through the essentials of accounting research. Students will learn to identify and articulate a research problem or issue, formulate clear research objectives, and select appropriate theories, concepts, and models to establish a theoretical framework for their study. The subject emphasises skills in analysing and interpreting findings, drawing informed conclusions, and making practical recommendations based on research insights.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations: Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

MODULE / SUBJECT CERTIFICATE

Receive a Subject Certificate endorsed by IQB for each successful subject.

IQB FULL PROGRAMME CERTIFICATION*

Receive a co-branded ICB and IQB Professional International Certification

NQF FULL QUALIFICATION*

NQF level 4, SAQA ID- 48736. Credits 120. (Only for legacy students)



155 West St, Sandown, Sandton, 2146



info@ifundi.co.za



011 290 5900