

ELMI CERTIFICATE IN BUSINESS MANAGEMENT ESSENTIALS (CIBM)

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| Duration Part-Time: | 8 weeks | Class Times: | 17:30 – 20:00 |
| Classes | Mon – Thurs (2 Evenings P/W) | | |

IS THIS FOR ME?

Whether you are an aspiring entrepreneur or wanting to make your mark in your current job, this is the course for you! This short learning programme will give you the knowledge and understanding of business management that are fundamental to the day-to-day business activities of any organisation. South Africa has a shortage of managers and knowledgeable, skilled managers are in demand by organisations across a broad spectrum of industries.

WHAT DO I NEED TO GET IN?

- Knowledge, comprehension and application of English and Mathematics at NQF L3/Grade 11.
- Relevant work experience is an advantage.

WHAT CERTIFICATION DO I GET?

- On successful completion of the programme, you will be awarded the ELMI Short Programme Certificate in Business Management endorsed by the Chartered Institute of Business Management (CIBM).
- This programme is not registered on the National Qualifications Framework (NQF) and is not credit bearing.

WHAT'S IN THE PROGRAMME?

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| Business Management for the Entrepreneur | <ul style="list-style-type: none"> • Business functions • The role and tasks of management • Managerial competencies |
| Financial Management | <ul style="list-style-type: none"> • Understanding financial statements • Financial ratio analysis • Financial planning • Cash-flow planning |
| The Marketing Function & Public Relations | <ul style="list-style-type: none"> • Setting objectives and developing the market mix • Developing a marketing plan • What does public relations involve? • Methods of communication • Social responsibility |
| Information Management | <ul style="list-style-type: none"> • The information needs of a business • Information systems • Knowledge management |
| Operations Management | <ul style="list-style-type: none"> • The dynamic of operations management • Operations strategy, design, planning & control • Operations improvement |
| Purchasing Function | <ul style="list-style-type: none"> • Understanding purchasing • Management of the purchasing function • Purchasing activities |
| Human Resources Management | <ul style="list-style-type: none"> • Provision of human resources • Human resource maintenance • Human resource training and development |

HOW WILL I BE ASSESSED?

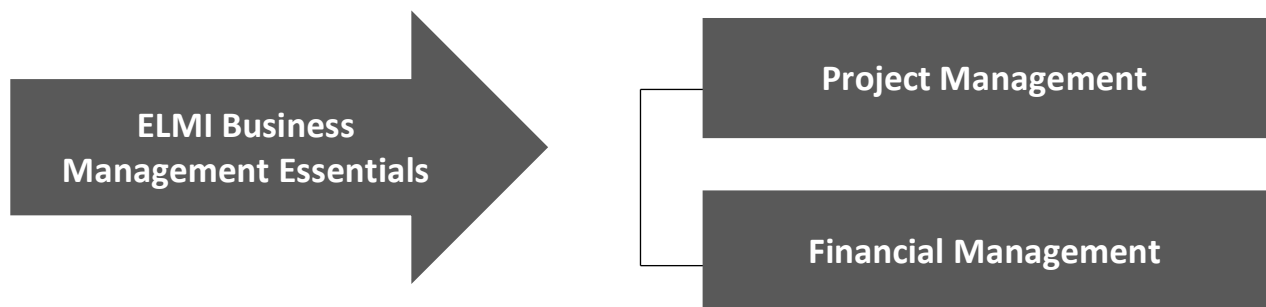
You will be assessed throughout the course and will write two tests and one final exam. The marks for all assessments count towards the final mark.

WHERE WILL THE CLASSES BE HELD?

The course will be run at our East London Campus at 231 Upper Oxford Street, Southernwood. Off-street parking is available in the evenings.



WHAT ARE MY OPTIONS IF I WANT TO STUDY FURTHER AFTER THE COURSE?



WHAT'S INCLUDED IN MY COURSE FEE?

- ELMI Registration fee
- Tuition material and textbooks
- Classroom Lectures and personal mentorship
- Assignments and assessments
- ELMI Kit Bag
- Access and use of ELMI computer studios after 16:00
- Marking, moderation and verification

DISCLAIMER

The contents of this information sheet are subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice. This information sheet forms part of your enrolment contract.