

Short Learning Programme in **BUSINESS** **MANAGEMENT**



BACKGROUND

The Small Business Advisory Bureau is an institute of the North-West University (Potchefstroom Campus). The SBAB was established in 1970 to provide advisory and training services to the business sector. In addition to academic qualifications, the Bureau's consultants also have extensive practical experience in a wide range of business sectors. The SBAB has presented the Programme in Business Management - course since 1986.

Over the years, the course has been adapted to meet the specific needs of the independent business owner, manager or prospective entrepreneur. The course is exceptionally practical and applicable and enjoys wide acceptance in the market.

PURPOSE

To offer academically based, professional yet practical training to existing and potential business owners/ managers and management consultants.

PRESENTATION PERIOD

The course is presented over a period of one year (divided into two semesters). Each semester consists of a compulsory one-week study school (Monday to Saturday). Two intakes are presented annually, starting in January and July respectively.

EVALUATION

Participants are expected to submit practical assignments after each study school. These assignments must be submitted on predetermined dates. Apart from this, participants also write a semester examination related to the subjects presented in that specific semester.

Examinations are written annually in June and October. These examinations can either be written in Potchefstroom or Online.

LEARNING PLAN

- Introduction to Management
- Financial Management I
- Financial Management II
- Marketing Management
- Human Resource Management
- Specific Management

The subject Specific Management is unique to the SBAB's Programme in Business Management. Students can choose any 1 of the 3 specific management subjects. In this subject a number of industry specific aspects are addressed and applied practically.

These subjects refer to businesses involved in:

- Retail (commercial);
- Manufacturing and;
- Services

NB. A Specific Management subject will only be offered on condition that a minimum of five (5) students register for that particular subject.

MEDIUM OF EDUCATION

Study schools are presented in English.

ENTRY REQUIREMENTS

A matric certificate or equivalent with relevant business experience is a prerequisite.

Short Learning Programme in Business Management

Application form must be accompanied by:

- One clear recent passport-size photographs
 - ✓ A letter from the participant's employer in which:
 - ✓ the employer certifies that the participant meets the requirements; and
- the employer grants permission for the participant to participate in the programme
- A certified copy of your Identity Document

Application for admission Short Course in Business Management

- Strictly confidential
- Please complete in type or print-hand

A. Personal information

Title	<input type="text"/>	Initials	<input type="text"/>	Surname	<input type="text"/>
Names	<input type="text"/>			Preferred Name	<input type="text"/>
ID no.	<input type="text"/>			Date of Birth	<input type="text"/>
Home address	<input type="text"/>				
	<input type="text"/>	Postal code	<input type="text"/>		
Tel no. (H)	<input type="text"/>	Cell no.	<input type="text"/>		
Nationality	<input type="text"/>	Email	<input type="text"/>		
Postal address	<input type="text"/>				
	<input type="text"/>	Postal code	<input type="text"/>		
Work address	<input type="text"/>				
	<input type="text"/>	Postal code	<input type="text"/>		
Tel no. (W)	<input type="text"/>				

B. Post-school activities

Complete all tertiary academic work in reverse order (starting with the most recent), including qualifications (compulsory for evaluation purposes).

University/College/Technikon	<input type="text"/>		
Name of Qualification	<input type="text"/>		
Period (Year)	<input type="text"/>	From/To	<input type="text"/>
Study Complete	Yes	No	

C. Employment Record

Please record your most recent employment positions, starting with your present position.

Name of Company	<input type="text"/>	
Industry	<input type="text"/>	
Title or Position	<input type="text"/>	
Date	<input type="text"/>	From/To <input type="text"/>
Controlling Company	<input type="text"/>	
Section	<input type="text"/>	
Nature of Business	<input type="text"/>	
Title Position	<input type="text"/>	
Number of Employees	<input type="text"/>	
Number of Years in Positions	<input type="text"/>	

The NWU Business School places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

D. Payment Options (Only after an acceptance letter to the course has been issued)

Payment enclosed (EFT)

Account details

ABSA Bank

NWU Diverse Rekening

Account No. 670 642 313

Branch Code 632005

Ref: NWUBS SSB Initials and Surname

NO CASH WILL BE ACCEPTED

Please email proof of payment to: info-sbab@nwu.ac.za

Entity responsible for payment

Self

Company

If company, please provide the following details for invoicing purposes on company letter:

Company stating that they will be paying for your fees.

Registered Company Name

Company Address Details (Physical & postal address)

Company Vat Reg No

The Contact Credentials of the Creditors Department (Name, Surname, Telephone number, Email)

I understand that a deposit of 50% of the programme costs is to be paid after successful enrolment to the programme. An invoice will be issued for the full programme cost of which 50% accounts for the deposit.

I understand that should I withdraw from the programme, I need to do so two (2) weeks prior to commencement to have any payments made refunded. Should I fail to withdraw in time, I understand that I forfeit the deposit of 50% of the programme cost.

I agree that I will become immediately liable for the full repayment of my study fees and that the remainder may be paid in six (6) instalments over six (6) months.

I agree that I will continue to make monthly payments, by no later than the last working day of every month, until my obligations in terms of this contract towards financing my study fees have been paid in full.

This application binds the participant inter alia to the payment of the total study fees. Any amount that is from time to time due and payable by the participant to the North-West University shall be proven by means of a certificate of-balance, which is issued and signed by an authorised official of the University. Such a certificate shall be binding on the participant and shall serve as prima facie proof of the computation, extent and existence of the amount owing, and of the indebtedness of the participant towards the University for purposes of summary judgment and/provisional sentence. In the event that the participant pays the study fees in instalments and skips one instalment the full outstanding balance becomes due and payable.

Please email your completed application form to:

Info-sbab@nwu.ac.za

Signature of Candidate

Date



SBAB Team

Tel: 018 299 4023

Email: info-sbab@nwu.ac.za

<https://www.nwu.ac.za/business-school>