

**Oxbridge
Academy**

• Since 1997 •

**ADVANCE
YOUR
CAREER**

PROGRAMME LIST

► Skills Diploma Programmes

Endorsed by SA Institute of Management

12 Months | 4 Modules & 8 Assignments | R5200

- Accounting and finance
- Business studies
- Tourism and hospitality
- Safety and security
- Medical studies
- Public administration & local government

► Corporate Training Modules

No exams | R1200 per module

- Occupational health and safety
- Professional business modules
- Accounting modules

► Oxbridge Diploma Programmes

Unit Standard Aligned (Non-credit bearing)

30 Months | Assignments only | R9600

► Short Courses

6 Months | Assignments only | R3600

► National Qualifications

National exams | R1200 per module



ICB
ACCREDITED BUSINESS
QUALIFICATIONS



INSTITUTE OF BUSINESS STUDIES



SKILLS DIPLOMAS

PROGRAMME	MODULES
ACCOUNTING & FINANCE (R5200)	
Accounting DIP4011-03	Bookkeeping Accounting Financial management 1 Financial management 2
Financial management DIP4015-03	Legal principles Business practice Financial management 1 Financial management 2
BUSINESS STUDIES (R5200)	
Advertising & marketing management DIP4026-03	Marketing management 1 Marketing management 2 Advertising management 1 Advertising management 2
Business management DIP4072-03	Legal principles Marketing management 1 Financial management 1 Management principles
Farm management DIP4018-01	Marketing management 1 Financial management 1 Farm management 1 Farm management 2
Human resource management DIP4016-03	Legal principles Management principles Human resource management 1 Human resource management 2
Labour relations DIP4012-03	Legal principles Management principles Labour relations 1 Labour relations 2
Legal studies DIP4071-08	Legal principles Legal practice Governance Business practice
Project management DIP4049-03	Management principles Financial management 1 Risk management 1 Project management

Public relations management DIP4021-03	Marketing management 1 Advertising management 1 Public relations 1 Public relations 2
Purchasing management DIP4022-03	Purchasing management 1 Purchasing management 2 Sales management 1 Financial management 1
Risk management DIP4048-08	Legal principles Management principles Risk management 1 Risk management 2
Secretary: Executive's personal assistant DIP4098-03	Basic business communication Human resources 1 Marketing 1 Introduction to office admin
Secretary: Professional (human resources) DIP4099-08	Legal principles Fundamentals of business communication Human resource management 1 Fundamentals of office admin
Supervisory management DIP4027-03	Legal principles Human resource management 1 Supervisory management 1 Supervisory management 2
Supply chain management DIP4095-03	Supply chain management 1 Supply chain management 2 Sales management 1 Financial management
TOURISM & HOSPITALITY (R5200)	
Catering management DIP4069-11	Service 1 Service 2 Resources Catering
Food & Beverage Management DIP4045-11	Service 1 Service 2 Resources Business Practice
Hotel and catering management DIP4043-11	Human resource management 1 Public relations management 1 Hotel management Catering management

Restaurant Management DIP4047-09	Service 1 Service 2 Resources Restaurant management
Tourism management DIP4028-11	Tourism management 1 Tourism management 2 Marketing management 1 Public relations management
MEDICAL STUDIES (R5200)	
Dental practice assistant DIP4042-09	Medical office management Anatomy and physiology Dental studies 1 Dental studies 2
Medical practice assistant DIP4044-09	Medical office management Anatomy and physiology Medical studies 1 Medical studies 2
Pharmacy retail management DIP4068-09	Medical office management Anatomy and physiology Medical studies 1 Pharmacy management
Veterinary surgery assistant DIP4067-09	Medical office management Anatomy and physiology Veterinary studies 1 Veterinary studies 2
PUBLIC ADMIN & LOCAL GOVERNMENT (R5200)	
Government studies DIP4014-08	Governance Legal principles Public administration Public management
Local government DIP4036-08	Legal principles Governance Public administration Local government
Public administration DIP4037-08	Legal principles Governance Public management Public administration
Public management DIP4038-08	Legal principles Management principles Governance Public management

SAFETY & SECURITY (R5200)	
Occupational Health & Safety DIPOHS-08	SHE Awareness SHE Representative SHE Investigation HIRA (Hazard Identification & Risk Assessment) Safety Audit Inspection
Safety management DIP4039-08	Legal principles Management principles Safety management 1 Safety management 2
Security management DIP4040-08	Legal principles Human resource management 1 Security management 1 Security management 2
BUSINESS ADMINISTRATION (R5200)	
Accounting DBA4073-03	Business Practice Accounting Financial management 1 Financial management 2
Human Resources DBA4079-03	Business practice Human resource management 1 Legal practice Labour relations
Safety and security DBA4092-03	Business practice Human resource management 1 Security management 1 Safety management 1
Law DBA4077-03	Business practice Legal principals Legal practice Financial management 1

CORPORATE TRAINING MODULES

Occupational Health & Safety Modules (R1200/module)

- OHS101 - SHE Awareness
- OHS102 - SHE Representative
- OHS103 - SHE Investigation
- OHS104 - HIRA Hazard Identification &
Risk Assessment
- OHS105 - Safety Audit Inspection

Professional Business Modules (R1200/module)

- PBM001 - Behave professionally in a business environment
- PBM002 - Motivate & build a team
- PBM003 - Understand HIV/Aids in the workplace
- PBM004 - Communication skills to handle & resolve conflict in the workplace
- PBM005 - Apply leadership concepts in a work context

Accounting Modules (R1200/module & R850 textbook fees)

- ACC401 - Cost & Management Accounting
- ACC402 - Payroll & Monthly SARS
- ACC403 - Income Tax Returns
- ACC404 - Business Law & Accounting Control

OXBRIDGE DIPLOMAS

NEW VENTURE CREATION/ENTREPRENEURSHIP

Level 1 - Certificate NVC100-03 (R3600)	Fundamental Business Skills 101 Management Practice 101 Office Data Processing 101 New Venture Creation 101
Level 2 - Higher Certificate NVC200-03 (R3600)	Fundamental Business Skills 201 Management Practice 201 Office Data Processing 201 & 301 New Venture Creation 201
Level 3 - Diploma NVC300-03 (R5200)	New Venture Creation 301 Fundamental Business Skills 301 Management Practice 301

BUSINESS ADMINISTRATION

Level 1 - Certificate BA100-03 (R3600)	Fundamental Business Skills 101 Office Practice 101 Office Data Processing 101 Business Practice 101
Level 2- Higher Certificate BA200-03 (R3600)	Fundamental Business Skills 201 Office Practice 201 Office Data Processing 201 Business Practice 201
Level 3 - Diploma BA300-03 (R5200)	Fundamental Business Skills 301 Office Data Processing 301 Office Practice 301 Business Practice 301

ACCOUNTING

Level 1 - Certificate ACC100-03 <i>(R3600)</i>	Fundamental Business Skills 101 Financial Management 101 Management Practice 101 Accounting 101
Level 2- Higher Certificate ACC200-03 <i>(R3600)</i>	Fundamental Business Skills 201 Management Practice 201 Office Data Processing 101 & 201 Accounting 201
Level 3 - Diploma ACC300-03 <i>(R5200)</i>	Fundamental Business Skills 301 Office Data Processing 301 Management Practice 301 Accounting 301

PROJECT MANAGEMENT

Level 1 - Certificate PM100-03 <i>(R3600)</i>	Fundamental Business Skills 101 Management Practice 101 Office Data Processing 101 Entrepreneurship 101
Level 2 - Higher Certificate PM200-03 <i>(R3600)</i>	Fundamental Business Skills 201 Management Practice 201 Office Data Processing 201 Project Management 201
Level 3 - Diploma PM300-03 <i>(R5200)</i>	Fundamental Business Skills 301 Office Data Processing 301 Management Practice 301 Project Management 301

OHS MANAGEMENT

Level 1 - Certificate OHS100-08 <i>(R3600)</i>	Fundamental Business Skills 101 Management Practice 101 Office Data Processing 101 Safety 101
Level 2- Higher Certificate OHS200-08 <i>(R3600)</i>	Fundamental Business Skills 201 Management Practice 201 Office Data Processing 201 Safety 201
Level 3 - Diploma OHS300-08 <i>(R5200)</i>	Fundamental Business Skills 301 Management Practice 301 Safety 301 Office Data Processing 301

SHORT COURSES (R3600)

PROGRAMME	MODULES
Accounting CER2011-03	Bookkeeping Accounting
Advertising & marketing CER2026-03	Marketing management 1 Advertising 1
Business communication CER2031-04	Basic business communication Business communication 1
Business English CER2032-04	Basic business communication Business English 1
Business management CER2072-03	Legal principles Marketing management 1
Catering management CER2069-11	Service 1 Catering management
Dental practice assistant CER2042-09	Medical office management Dental studies 1
Farm management CER2018-01	Marketing management 1 Farm management 1
Food & beverage man. CER2045-11	Service 1 Business Practice
Financial management CER2015-03	Legal principles Financial management 1
Hospitality management CER2045-11	Service 1 Business practice
Government studies CER2014-08	Governance Public administration
Hotel management CER2046-11	Service 1 Hotel management
Human resource man. CER2016-03	Legal principles Human resources 1
Labour relations CER2012-03	Legal principles Labour relations 1
Legal studies CER2071-08	Legal principles Legal practice
Local government CER2036-08	Legal principles Local government
Marketing management CER2017-03	Marketing management 1 Marketing management 2

Medical practice assistant CER2044-09	Medical office management Medical studies 1
Pharmacy retail man. CER2068-09	Medical office management Pharmacy management
Project management CER2049-03	Management principles Project management
Public administration CER2038-08	Legal principles Public administration
Public management CER2038-08	Legal principles Public administration
Public relations man. CER2021-03	Marketing management 1 Public relations 1
Purchasing management CER2022-03	Purchasing management 1 Purchasing management 2
Restaurant management CER2047-11	Service 1 Restaurant management
Risk management CER2048-08	Legal principles Risk management 1
Safety management CER2039-08	Legal principles Safety management 1
Sales management CER2024-03	Marketing management 1 Sales management 1
Security management CER2040-08	Legal principles Security management 1
Small business man. CER2030-03	Marketing management 1 Small business management 1
Supervisory management CER2027-03	Legal principles Supervisory management 1
Supply chain man. CER2095-03	Supply chain management 1 Supply chain management 2
Tourism management CER2028-03	Marketing management 1 Tourism management 1
Veterinary surgery ass. CER2067-09	Medical office management Veterinary studies 1

NATIONAL QUALIFICATION*

* R1200/module. See back page for more information.

ICB Qualifications

Certified Junior Bookkeeper

(Admission requirements 16yrs old)

ICB3100-03 (SAQA ID 58375, NQF 3)

- Business Literacy
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping

Certified Senior Bookkeeper

(First complete Junior Bookkeeper)

ICB4100-03 (SAQA ID 58376, NQF 4)

- Financial Statements
- Cost and Management Accounting

Certified Technical Financial Accountant

(First complete Senior Bookkeeper)

ICB5100-03 (SAQA ID 36213, NQF 5)

- Income Tax Returns
- Business Law and Accounting Control

Certified Financial Accountant

(First complete Technical Financial Accountant)

ICB6100-03 (SAQA ID 20366, NQF 6)

- Corporate Strategy,
- Management Accounting and Control Systems
- Financial reporting and Regulatory Frameworks
- Accounting Theory and Practice

Certified Small Business Financial Manager

(Admission requirements Grade 12)

ICB4101-03 (SAQA ID 48736, NQF 4)

- Business Literacy
- Essential Business Finance
- Computerised Bookkeeping

Certified Junior Office Administrator

(Admission requirements Grade 12)

ICB4003-03 (SAQA ID 23618, NQF 5)

- Office Communication
- Business and Office Administration
- Bookkeeping
- Marketing Management and Public Relations
- Business Law and Administrative Practice
- Cost and Management Accounting

Certified Senior Office Administrator

(First complete Junior Office Administrator)

ICB5002-03 (SAQA ID 23619, NQF 5)

- Business and Office Management
- Human Resource Management & Labour Relations
- Economics

Certified Office Manager

(First complete Senior Office Administrator)

ICB6002-03 (SAQA ID 35958, NQF 6)

- Business and Office Management
- Financial Accounting
- Management

IBS Qualifications

Business Administration

(Admission requirements Grade 10 - Maths/Acc)

IBS5011-03 (SAQA ID 60150, NQF 3)

- Introduction to Business English
- Introduction to Mathematics
- Introduction to Accounting
- Introduction to Governance
- Introduction to Office Administration

Management and Administration

(Admission requirements Grade 10 - Maths/Acc)

IBS6011-03 (SAQA ID 60152, NQF 4)

- Fundamentals of Business English
- Fundamentals of Mathematics
- Fundamentals of Accounting
- Fundamentals of Governance
- Fundamentals of Office Administration

CIS Qualifications

Management and Administration

(Admission Requirements Grade 12 - Maths/Acc)

CIS6001-03 (SAQA ID 60154, NQF 6)

- Communication
- Financial Accounting
- Economics
- General Principles of Commercial Law

Governance and Administration

CIS6002-03 (SAQA ID 60149, NQF 6)

- Managing Information Systems
- Taxation
- Financial Accounting
- Advanced Commercial Law

How does a National Qualification course work?

- **Each module** costs on average R2500 and varies from R2000 to R3500. This is inclusive of registration, membership, exam fees and text books.
- The student may register for each module individually for R1200 and carry the other costs themselves:
 - Textbooks R150 - R850
 - Membership fee R410 - R880
 - Exam fee R440 - R840

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