



FULL-TIME

Weekday Classes Start 16 February 2026
Orientation Week: 11 - 13 February 2026

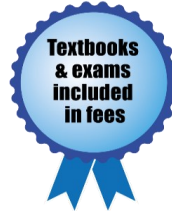
PART-TIME

Saturday Classes Start 19 July 2025
Mon & Wed Evening Classes Start 21 July 2025

Fees Include:

Textbooks & Study Material • Exam Registrations
• Student Book Bag • Digital Student Card

National Diploma Business Management



Overview

Knowledge and understanding of business management is fundamental to the day-to-day business activities of any organisation. South Africa has a shortage of managers and now more than ever, qualified and skilled managers are in demand by organisations across a broad spectrum of industries.

The foundation of this National N Diploma in Business Management (NDipBM) lies in Management, Entrepreneurship, Sales, Public Relations and Marketing Communication and empowers students with the knowledge of the functional areas of Business.

Certification on successful completion of studies

Students write national examinations set and administered by the Department of Higher Education and Training (DHET). Certificates and diplomas are conferred by the DHET which are nationally recognised and internationally relevant. Successful students graduate with the following:

National Certificates:

- National Certificate: N4 Business Management (SAQA ID 66871) | NQF Level 5)
- National Certificate: N5 Business Management (SAQA ID 66929) | NQF Level 5)
- National Certificate: N6 Business Management (SAQA ID 66995) | NQF Level 5)

Unigrad College Short Learning Programme Certificates:

- Computer Skills
- Entrepreneurship and Business Management

National Diploma:

- National N Diploma: Business Management (SAQA ID 67036) | NQF Level 6)

The diploma is awarded to students who have completed their N4, N5 & N6 national certificates and 2000 relevant practical workplace hours over a period of no less than 18 months.

Admission Requirements

- Matric Certificate (National Senior certificate) or appropriate N3 certificate
- If you are in the process of completing Grade 12, apply / register with your Grade 11 or most recent Grade 12 results

Course Duration

Full-time: 2 years of weekday classes

Part-time: 3 years of classes held on either a Saturday or two evenings a week

The National N Diploma requires 2000 hours of practical experience, after completing N4 – N6, done over 18 months

Career Opportunities

- General Manager
- Entrepreneur
- Marketing Manager
- Office Manager
- Business Administrator
- Company Communications Officer
- Department Manager



An organization's ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage.

~Jack Welch



Subjects

N4	N5	N6
Entrepreneurship & Business Management	Entrepreneurship & Business Management	Entrepreneurship & Business Management
Management Communication	Sales Management	Sales Management
Introductory Accounting	Public Relations	Marketing (N4)
Computer Practice	Computer Practice	Computer Practice

Entrepreneurship and Business Management

Why entrepreneurship? • Innovation and ideas generation • Market and financial feasibility • Marketing, management and financial plans • Business plan • Management • Human resources • Strategic planning and the implementation of strategies • Competitive analysis • Decision making • Buying a business • Franchising • International business plan and strategies • Consultancy

Management Communication

Fundamental communication principles • Interpersonal relationships • Job interviews • Meeting procedures • Language usage and oral communication • Concise communication • Business communication

Sales Management

Nature and extent of personal sales • Sales forecasts and quotas • Sales territories • The sales process and types of sales • Recruiting, managing and training a sales team • Compensation • Analysis of sales and marketing costs • Evaluation of individual and overall sales performance

Marketing and Public Relations

Principles and functions of marketing • The market environment • Product, distribution, promotion and price strategies • Consumer behaviour • Product development • Consumerism • Market segmentation • Market research • Public relations (PR) fundamentals • The roles and responsibilities of the PR practitioner • PR process • Internal communication • Social skills and protocol • Types of media and media relations • Interpersonal relationships in the corporate world • Corporate identity

Introductory Accounting (previous accounting knowledge not required)

Accounting basics • Documentation and authorisation of transactions • Opening a trading concern • Principles of the double entry system • Subsidiary journals and posting to the general ledger • Bank reconciliation • Month-end and year-end procedures

Computer Practice

Introduction, intermediate and advanced word processing, spreadsheet, presentations and data information • Digital citizenship • Online collaboration • Blogging

Student Portal

Once you are registered with Unigrad College, you will have access to myUnigrad, the student portal where you can manage your student profile, download student materials, view your student card, view your results and find past exam papers.

Fees and study material

Affordability and quality education make Unigrad College a popular choice with students. Fees can be paid in monthly instalments or in full. Speak to a Unigrad career consultant about our fees and payment options. Unigrad College also partners with Student Hero and Capitec, to learn more about the available funding options, visit <https://www.unigradcollege.co.za/funding-options/>.

Textbooks and study materials are INCLUDED in our fees!

Accreditation

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686). The National N Certificates and N Diplomas are registered with the South African Qualifications Authority (SAQA). Refer to the "certification" section of this factsheet for SAQA ID numbers and the National Qualifications Framework (NQF) Level.

Disclaimer

Information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will notify current students. All possible measures will be taken to minimise inconvenience to students.

I _____ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained herein pertaining to this programme.

Student/legal guardian signature: _____

Date: _____