Cornerstone
Learn to change the world

Brochure 2026/2027

Higher Certificate in Business Studies

YOUR STORY

Did you miss the opportunity to study after school? Are you worried about what the rapidly changing world of work means for you? Are you concerned about whether you have the necessary skill sets to secure your career and family into the future?

It is never too late to take up study; it just requires determination to make a start. For over 50 years, the Cornerstone Institute has dedicated itself to providing teaching and learning to those with limited study opportunities. We believe that education must be relevant - it must enable those who achieve their qualifications to leave with the necessary skills to secure and advance in their jobs. These qualifications, in turn, must provide the scaffolding for further knowledge and learning, as education is a lifelong journey.

Our mission is to ensure that you are empowered to leave a lasting legacy and to make a difference in the lives of others. Together with our students, we aim to learn to change the world. Today, hundreds of Cornerstone graduates are making a difference not only in South Africa but in over twenty countries around the globe.

A MESSAGE FROM OUR Head of Business Studies

Geoff Schreiner

"Business is transforming at incredible speed. Understanding what the future demands is the key to determining what knowledge and skills you need to develop now. Our Certificate in Business is grounded in 21st-century competencies, Industry 4.0, and digital transformation.
It provides an entry point to those who haven't had the privilege of post-school education. It will unlock your potential and growth in the new world of work".

HIGHER CERTIFICATE IN BUSINESS STUDIES

OVERVIEW

The purpose of the Higher Certificate in Business Studies, designed at NQF level 5, is to introduce learners to the building blocks of business and the new, rapidly changing world of work. We emphasise the development of applied skills and work-integrated learning which is aligned with the needs of industry and commerce. Completion of the Higher Certificate in Business Studies gives you access to enter the second year of our Bachelor of Commerce.

CAREER OPPORTUNITIES

The Higher Certificate in Business Studies is targeted at:

- preparing school leavers for a future in the business world
- supporting budding entrepreneurs to extend their business knowledge
- assisting those who are already in work, to advance and develop their careers

ACCREDITATION STATUS

Cornerstone Institute (RF) NPC is registered by the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act 101 of 1997. Registration Certificate No. 2001/ HE08/006.

- Higher Certificate in Business Studies: Contact mode. Registered by the DHET. Accredited by the CHE as a 126-credit learning programme for higher education at NQF level 5. SAQA ID: 73349. CHE reference: H/PRO96/E003CAN

LEGAL STATUS

Cornerstone Institute is a not-for-profit company (NPC); registration number 2004/025078/08.

LANGUAGE POLICY

All classes and communication with students, staff and the public are in English, except where otherwise required in modules based on other languages.

DISCLAIMER

We recommend that you look at the sections of the Cornerstone Yearbook for more detail relevant to these courses, or make contact with our admissions personnel, if you have any additional queries.

Higher Certificate in Business Studies (Minimum 1 year; maximum 3 years; 126 credits; NQF 5) Mode of delivery: Distance

Admission requirements

- A National Senior Certificate or National Certificate Vocational (certificate pass)
- A Matriculation Certificate or equivalent
- Mature age of 45 years can be admitted, determined by the Recognition of Prior Learning (RPL) portfolio of evidence provided

Programme-specific outcomes

Students who have completed the qualification should be able to:

- Fully engage with modern business environments
- Bring applied skills and critical thinking to contemporary business challenges
- Advance the development and scaling of their own businesses
- Apply ethically sound judgments, and sustainable business models
- Collaborate effectively with peers and other stakeholders
- Use data analytics and problem solving to make well informed business decisions
- Seamlessly continue with further studies in business

Details of the Higher Certificate in Business Studies (NQF 5)

- Academic Development (15 credits)
- Business Management (12 credits)
- Financial Accounting Fundamentals (12 credits)
- Human Capital Management (12 credits)
- Business Communication (12 credits)
- Economics (12 credits)
- Marketing (12 credits)
- Business Analytics Fundamentals (12 credits)
- Entrepreneurship (12 credits)
- Ethics and Global Citizenship (15 credits)

For a description of each module, please refer to the "Module Descriptions" section in the Yearbook, available on our website.

www.cornerstone.ac.za

LEARN TO CHANGE THE WORLD

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SCAN THE QR CODE FOR MORE INFORMATION