

**NATIONAL CERTIFICATE:
SMALL BUSINESS FINANCIAL MANAGEMENT
NQF L4 (SAQA ID 48736) TOTAL CREDITS: 120**

Are you...?

A small business owner or opening a small business?
Determined to help a small business grow and increase profits?
Driven to run your company's operations economically?
Looking to understand how finances influence a small business's success?
Keen to improve your small business's chances of securing loans and finances?

DUTIES:

Demonstrate an understanding of the documentation, processing and recording of a business's financial transactions. Communicate effectively with the business stakeholders. Show you know what it means to be a general manager. Cost and price products, and manage working capital. Operate a personal computer.

Subjects / Learning areas/ Module is a course on its own.

Each module has mapping to Unit standards and can be completed as a skills programme for duration of 3 months each, attracting its own statement of result from ICB and certification through BCS Academy. Full programme is 9 months duration with Certification from ICB.

Module courses { 3 months each}

- 1. Business Management 1 (BMT1)**
- 2. Bookkeeping to Trial Balance (BKTB)**
- 3. Business Literacy (BUSL)**

CAREER OPPORTUNITIES / WHAT YOU CAN DO

Assistant or administrator in human resources, office management, legal, administration, public relations, finance, marketing, sales, customer relations. Junior Researcher, Junior Analyst, Sales Assistant

PRE- QUALIFICATION: Grade 11 (Std 9), NQF L3 or an equivalent.

