



## **National Certificate: Small Business Financial Management**

### **Overview:**

The Small Business Financial Management National Certificate comprises of the following: Demonstrate an understanding of the documentation, processing and recording of a business's financial transactions. Communicate effectively with the business stakeholders. Show that you know what it means to be a general manager. Cost and price products and manage working capital. Operate a personal computer. This programme will provide the skills required being an Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, and customer relations. Junior Researcher, Junior Analyst, Sales Assistant.

### **Duration:**

9 months

### **Outline:**

- Business Management 1 (BMT1)
- Bookkeeping to Trial Balance (BKTB)
- Business Literacy (BUSL)

### **Admission Requirements:**

- Grade 11 (Std 9) or equivalent
- You must be at least 16 years of age
- No prior accounting knowledge needed



### **Qualifications:**

We put high priority in ensuring that the relevant accreditations are met and maintained. On completion the student will earn the following:

- JFa² Technical Training Institution Certificate with a training report showing what was covered during the course.
- ICB certificate on QCTO curriculum (SAQA ID 48736 - 120 credits NQF4)

### **Learning Methods & Delivery:**

- All our training is delivered in a practical workshop environment. We have state of the art campus build and constructed as a virtual workplace environment where learners not only learn theory in class rooms but also practically learn, apply, practise and demonstrate their newly acquired skills. This is experiential training at its best.
- Referral and assistance to a trade test centre.
- A free revision period prior to the external examination.

**For additional information please contact [info@jfa2training.co.za](mailto:info@jfa2training.co.za)**