

<b>Programme Title</b>	National Certificate: Small Business Financial Management
<b>SAQA ID</b>	48736
<b>NQF Level</b>	4
<b>Credits</b>	120
<b>Duration</b>	9 months
<b>Admission Requirements</b>	English Proficiency Grade 11, NQF L3 or an equivalent
<b>Programme type</b>	Available in Full time and Part time
<b>FASSET Learnership Code</b>	01/Q010023/24/120/4

## Description

If you are looking to become a Small Business Financial Manager, you will be able to:

- manage the finances of a small or medium-sized business
- use basic skills in accounting, reporting, finance and costing
- Read and understand business financial documentation in order to ask bookkeepers the right questions to keep business on track.

## Syllabus

<p><b>Subject:</b> Business Management 1 <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• What is management?</li> <li>• Management and the Environment</li> <li>• Financial planning and control</li> <li>• Costing and pricing</li> <li>• Managing working capital</li> <li>• Working with SARS</li> <li>• Introduction to Computing</li> <li>• The Windows Operating System</li> <li>• Working with Internet and email</li> </ul>	<p><b>Subject:</b> Bookkeeping to Trial Balance <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• An introduction to business, bookkeeping and accounting</li> <li>• Value Added Tax and source documents</li> <li>• Recording cash transactions</li> <li>• Recording credit and sundry transactions</li> <li>• Inventory systems</li> <li>• Individual accounts for debtors and creditors, and supplier and general ledger reconciliations</li> <li>• The bank reconciliation process</li> <li>• Drafting financial statements</li> </ul>
<p><b>Subject:</b> Business Literacy <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• The key principles of effective business</li> <li>• Spoken Communication</li> <li>• Written Communication</li> <li>• Work readiness</li> <li>• Working with numbers: an introduction</li> <li>• Working with fractions and decimal places</li> <li>• Percentages, ratios, proportions and equations</li> <li>• Using interest rates in business</li> <li>• Measure, analyses and communicate workplace data</li> <li>• Business communication – Putting it all together</li> </ul>	

**Note**

- Timetables are flexible and allows you to book your classes on your own time.
- Study and solution guides per subject is available at extra cost, kindly enquire for more information.
- ICB has structured examination dates; kindly refer to the ICB prospectus to view the timetable.
- The course structure of the qualification is also available; kindly refer to the ICB prospectus to view the relevant information.

**Certification upon successful completion**

- Statement of results will be issued on successful completion of ICB examinations per subject.
- ICB National Certificate Small Business Financial Management will be rewarded once all subjects have been completed successfully.
- Fasset Seta Certificate upon successful completion of full qualification.

