

## National Certificate: Small Business Financial Management

### ✓ Career Opportunities

- Junior Researcher
- Assistant or administrator in human resources
- Junior Analyst
- Office management
- Administration

\* Students can register for individual modules

**DON'T JUST BE EMPLOYABLE,  
BE INDESPENSIBLE**

### About the Programme:

Good business management is vitally important for a company's commercial success. In this programme, you will learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

### ❓ Admission Requirements

- Grade 11 (Std 9)
- NQF level 3
- You must be at least 16 years old.

### 💻 Mode of Delivery

- Contact classes / Distance learning



**ICB**  
ACCREDITED BUSINESS  
QUALIFICATIONS

### National Certificate: Small Business Financial Management (NQF Level 4) Duration: 12 month

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