



THE SOUTH AFRICAN  
LAW SCHOOL

**NATIONAL CERTIFICATE COURSE  
SMALL BUSINESS FINANCIAL  
MANAGEMENT  
2023**

**ACCREDITED BY ICB · EXCELLENT CAREER OPPORTUNITIES**

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### **Why train with the best?**

If you are looking to secure a career in law or business, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

### **What is A Small Business Financial Manager?**

In a small business, a financial manager may be responsible for the entire financial operation. They run the day-to-day and long-term financial aspects of a small business. Though the tasks of a small business financial manager may change with each position, common responsibilities include creating or adjusting a business financial plan, performing cost-benefit analysis, maintaining financial records, and planning for the future of the business.

### **Course Outline**

- Business Management
- Bookkeeping to Trial Balance
- Business Literacy
- Understanding of the documentation, processing and recording of a business's financial transactions.
- Communicate effectively with business stakeholders and show that you know what it means to be a general manager.
- Cost and price products
- Manage working capital, as well as operate a personal computer.

### **Course Duration:**

This course consists of 3 subjects completed over the period of 9 months. Classes are held on campus.

### **Procedure towards competency**

You'll get a Portfolio of Evidence which includes 3 assignments and 2 tests and you will write a final exam.

### Course overview - NQF Level 4 (SAQA: 48736)

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

### Admission Requirements

Grade 11 (Std 9) or equivalent.

### Registration closing date

We operate on a rolling admissions system; this means you may enter the training at any point during the year when a new module commences.

*Applicants will be notified of registration procedure once the application fee (R150) is received.*

### 2023 Course fees (full time)

**Cash:** Payment in full **R12 500**

**Cash Arrangement: R13 375 (three consecutive monthly payments)**

**Payment Plan 1:** Deposit + 6 consecutive monthly installments **R13 875**

**Payment Plan 2:** Deposit + 10 consecutive monthly installments **R14 125**

### Course Material

Course material is not included in the course fees. Learners are required to purchase their own textbooks and any other course material necessary to complete this course.



### CONTINUE THE LEARNING:

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

The South African Law School continued to provide training throughout 2020, and the various lockdown levels, by rapidly adapting our teaching methods so that our students could complete their qualifications as planned.

Our mission was to continue the learning.

While the future of the virus is still uncertain the ability of South Africans to adapt to challenges and to overcome obstacles is strong.

The South African Law School will continue to offer quality training and education. We will do so in our training rooms, using virtual and online platforms, or a blend of in-person and online training – depending on the needs of our students and on the regulations.

Please go to our website for a full list of protocols.

### Contact us

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

**Durban Campus:** 0861 111 556 / 031 301 0452

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**Your future in law starts here.**

