



NATIONAL DIPLOMA: FINANCIAL MANAGEMENT

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This course would be ideally suited to student with a flair for numbers in finance. This position entails managing and controlling the financial matters of the company. You may be asked to assist with budgets, the company's tax returns, interpreting financial documents, reporting financial documents, reporting financial problems and updating senior management on the progress of the business.

DURATION

Theory: 18 months.
Practical Work: 18 months.

Overall Length: 3 years.

ENTRY REQUIREMENTS

Grade 12 Certificate

WHAT IS THIS COURSE ABOUT?

The purpose of this course is to equip you with knowledge and skills for successful entry into a financial field in any sector. The curriculum will provide an in-depth knowledge at business related and accounting skills.

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Executive Assistant
- Private Secretary
- Office Manager
- Front Desk Reception
- Administrative Clerk

WHAT SUBJECTS WILL I BE TAKING?

N4

- FINANCIAL ACCOUNTING
- MANAGEMENT COMMUNICATION
- COMPUTERIZED FINANCIAL SYSTEMS
- ENTREPRENEURSHIP & BUSINESS MANAGEMENT OR INCOME TAX

N5

- FINANCIAL ACCOUNTING
- COST & MANAGEMENT ACCOUNTING
- COMPUTERIZED FINANCIAL SYSTEMS
- ENTREPRENEURSHIP & BUSINESS MANAGEMENT OR INCOME TAX

N6

- FINANCIAL ACCOUNTING
- COST & MANAGEMENT ACCOUNTING
- COMPUTERIZED FINANCIAL SYSTEMS
- ENTREPRENEURSHIP & BUSINESS MANAGEMENT OR INCOME TAX

