# FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

## NATIONAL N-DIPLOMA

### Financial Management  N4-N6

**Entry Requirements**
Grade 12 Certificate with Accounting

**Duration**
3 Years (18 months theory and 18 months practical work experience)

**What is this programme about?**
Once you complete this programme you will be able to apply accounting and numeracy skills to enter an accounting occupation directly and be able to deal with all procedures such as to understand accounting and management principles to have the acquired knowledge and skills of accounting systems generally used by business enterprises. Also to have the knowledge and skills of all administrative accounting tasks.

**What career opportunities are out there?**
- Financial Assistant
- Cost Account Assistant
- Entrepreneur
- Clerk
- Financial Services
- Banking

### What subjects will I be taking?

**First Year**
- N4, First Semester
  - Financial Accounting
  - Management Communication
  - Computerised Financial Systems
  - Entrepreneurship and Business Management

**Second Year**
- N5, Second Semester
  - Financial Accounting
  - Cost and Management Accounting
  - Computerised Financial Systems
  - Entrepreneurship and Business Management

### What do these subjects entail?

**Financial Accounting**
Financial Accounting studies the basic accounting principles and its contra accounts. Students will have the skills to enter data from the journal to general ledger, cashbook and bank reconciliation. How to do the books of different organisations will be covered e.g. partnerships, public and private companies, corporations, etc.

**Management Communication**
Studies the different disciplines of communication, motivation and self-image as tools in the organisation. Practical activities are included, especially the writing of business communication documents. This subject also studies the theory behind advertising, the communication tool for marketing, with emphasis on the role it plays in marketing strategies of an organisation.

**Computerised Financial Systems**
This subject provides the student with the necessary background to do Pastel Accounting and Pastel Payroll. The subject is presented in a practical and accessible manner.

**Entrepreneurship and Business Management**
Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

**Cost and Management Accounting**
A field of study that empowers students with the knowledge to report to the management of a business on the profitability of a specific product or department.

**Income Tax**
Income Tax provides students with the necessary skills to understand the different types of taxation and how the calculations are done.