



62% Black Owned

B-BBEE Level 2

Vital College

SKILLS PROGRAMME:

BA6 - FINANCE AND BUDGETING FOR NON-FINANCIAL MANAGERS

Outcomes

Abilities and Skills Developed

Explaining the concept of budgeting and analysing the budget needs.

Presenting and justifying a proposed budget whilst monitoring and controlling actual expenses and revenue against projected expenses and revenue.

Using mathematics to plan and control financial instruments.

Differentiating and explaining the management of fixed assets and stock.

Applying the basic principles of stock and fixed asset management and explaining the influence stock management can have on profitability.

About

Business Administration Skills Programmes are based on the qualification Further Education and Training Certificate: Business Administration Services (SAQA 61595) at NQF level 4 and are intended for any individual who is interested in the administration function of any business/workplace. Several skills programmes may lead to attaining the full qualification.

They are designed to add value to work performance and is intended to enhance service delivery and standards within the field of management and administration with all sectors of the economy.

These Skills Programmes enable learners to acquire knowledge and the necessary skills and values needed to excel in administration within the business/workplace. This will include effective communication, ethics, service provider administration, effective teamwork and financial administration.

Unit Standards

Unit Std ID	Unit Standard Title	NQF Level	Credits
13941	Apply budget function in a business unit	4	5
7468	Use mathematics to investigate and monitor the financial aspects	4	6
13945	Describe and apply the management of stock and fixed assets in a business unit	4	2
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Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN:

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN

ONCE YOU HAVE CREATED AN ACCOUNT CLICK ON THE LINK BELOW TO TAKE YOU TO THE PAYMENT AND ENROLMENT PAGE FOR THIS COURSE.

[CLICK HERE](#)

Contact Us

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