

SHORT & CERTIFICATE COURSES

**WITS PLUS**

## FINANCIAL MANAGEMENT FOR A BUSINESS

Join us on the Wits Braamfontein Campus West for our evening class, *Financial Management for a Business*.

### OBJECTIVES

The aim of this course is to provide managers of business operations with the necessary competence to set and control a budget as well as conduct a financial analysis of the business operational performance.

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W [www.wits.ac.za/part-time](http://www.wits.ac.za/part-time)

### WHO WILL BENEFIT FROM THIS COURSE?

Participants who operate a business unit and are required to budget and manage its finances. Individuals of new ventures and professionals such as medical practitioners, who need to manage their business finances will benefit from this course.

### COMMENCEMENT DATES

#### Semester 1:

February: Thursdays 17:30 – 19:30

#### Semester 2:

July: Thursdays 17:30 – 19:30

The course is offered over 14 weeks in two-hour weekly sessions in the evening. Attendance of lectures is compulsory. A minimum registration of 10 students is needed to offer this course.

### SYLLABUS

- Types of business operations.
- The link between strategy and finances.
- Key financial terminology.
- Financial statements.
- Setting and controlling the budget.
- Analysing a business' finances.
- Financial year end statements and legal compliance.

*Detailed course outlines will be given to participants in the first lecture.*

### WHO ARE THE LECTURERS?

The courses will be taught by Wits staff members in a small group environment in lectures and tutorials. Interactive discussion will be integral to these courses. The course will be lectured by high quality lecturers from the School of Economics and Business Sciences.

### ENTRY REQUIREMENTS

Students who wish to enrol for this course need at least a matric certificate and will be required to submit a letter from a manager / employer that they are responsible for setting and controlling a budget.

## ASSESSMENT OF PERFORMANCE

Attendance of at least 80% of classes is required for the participant to write the final examination.

A pass mark of at least 50% in the course must be overall achieved in order to successfully complete this short course.

A sub-minimum of 40% must be obtained in the final examination in order for the participant to pass the course.

## FEES METHOD OF PAYMENT

Course fee: R12 800.

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring your original proof of payment to Registration day, dates provided on the acceptance letter.

## CANCELLATION OF A COURSE

Wits Plus courses offered over one semester:

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

## CAMPUS ACCESS

All short course participants are issued with a Visitors Access Card ±R140. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on the Braamfontein Campus West.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.