

Short Programme in

# Basic Bookkeeping

## Type of Programme

- Part-time
- Provider Qualification / Short Programme\*

\*This short programme has been specifically designed to upgrade skills and knowledge to ensure success in a chosen field of learning, but is not credit bearing. It differs from full qualifications that are registered on the National Qualifications Framework (NQF).

## Description

This programme is designed for learners who are responsible for controlling the finances of a small business or who are responsible for the bookkeeping aspect of financial management in larger organisations.

The programme includes the following learning areas: source documents, the rules of double entry, subsidiary journals, the general ledger, bookkeeping for different inventory systems and bank and creditors' reconciliations.

## Career fields

Learners who complete this course will be able to pursue a career as a:

- Junior bookkeeper
- Accounting administrator
- Debtors administrator
- Creditors administrator

## Admission Requirements

This learning programme is designed so that learners who are 16 years or older and/or have an NQF level 2 / Grade 10 qualification will be able to enter the programme.

Learners are required to have knowledge, comprehension and application of English and Mathematics at NQF Level 2/Grade 10 or equivalent.

## ICB subject credit

Learners have the option of registering with the ICB to complete and achieve credits towards the ICB subject in Bookkeeping to Trial Balance which is the 1<sup>st</sup> of 4 modules making up the National Certificate: Bookkeeping (NQF Level 3, SAQA ID 58375). Learners are required to complete the ICB POE for this subject and write the external ICB final examination.

## Duration

The programme duration is 12 weeks. Learners have the option of attending classes two evenings a week or on Saturday mornings.

## Learner Course Material

All the course material is included in the tuition fee.

## Assessment

The learner will be assessed on a Portfolio of Evidence (PoE) comprising a collection of assignments and tests as well as a final written examination.

The assignments and tests will count 30% towards the final mark, whilst the final exam will contribute the remaining 70%.

## Certification

Upon successful completion of the programme, learners will receive the UniCollege Short Programme Certificate in Basic Bookkeeping.

Learners who have successfully completed the ICB subject in Bookkeeping to Trial Balance will receive a credit-bearing ICB Results Letter for that subject outlining the unit standards covered and the competencies achieved.

## Further Studies

Learners who have completed this Short Programme can continue with the Short Programme in Practical Accounting or the Short Programme in Payroll & SARS Returns. Those who have completed the ICB subject in Bookkeeping to Trial Balance can continue with the remaining 3 modules required for the National Certificate: Bookkeeping (NQF Level 3, SAQA ID 58375).

FACTSHEET



**Programme outline**

- An introduction to business, bookkeeping and accounting
- Value Added Tax and source documents
- Recording cash transactions
- Recording credit and sundry transactions
- Inventory systems
- Individual accounts for debtors and creditors
- Supplier and general ledger reconciliations
- The bank reconciliation process
- Drafting financial statements (showing the presentation of the statement of income and statement of financial position)

**Disclaimer**

The information contained in this fact sheet is accurate at the time of printing. UniCollege reserves the right to change the programme content due to changes in the regulatory environment, legislation, market requirements and other reasons.

*I, ..... (learner name), hereby acknowledge that I understand the information stated in this factsheet and fully comprehend the specifics explained above pertaining to this qualification: Short Programme in Basic Bookkeeping.*

Learner signature \_\_\_\_\_ Date \_\_\_\_\_