

Short Course Programme

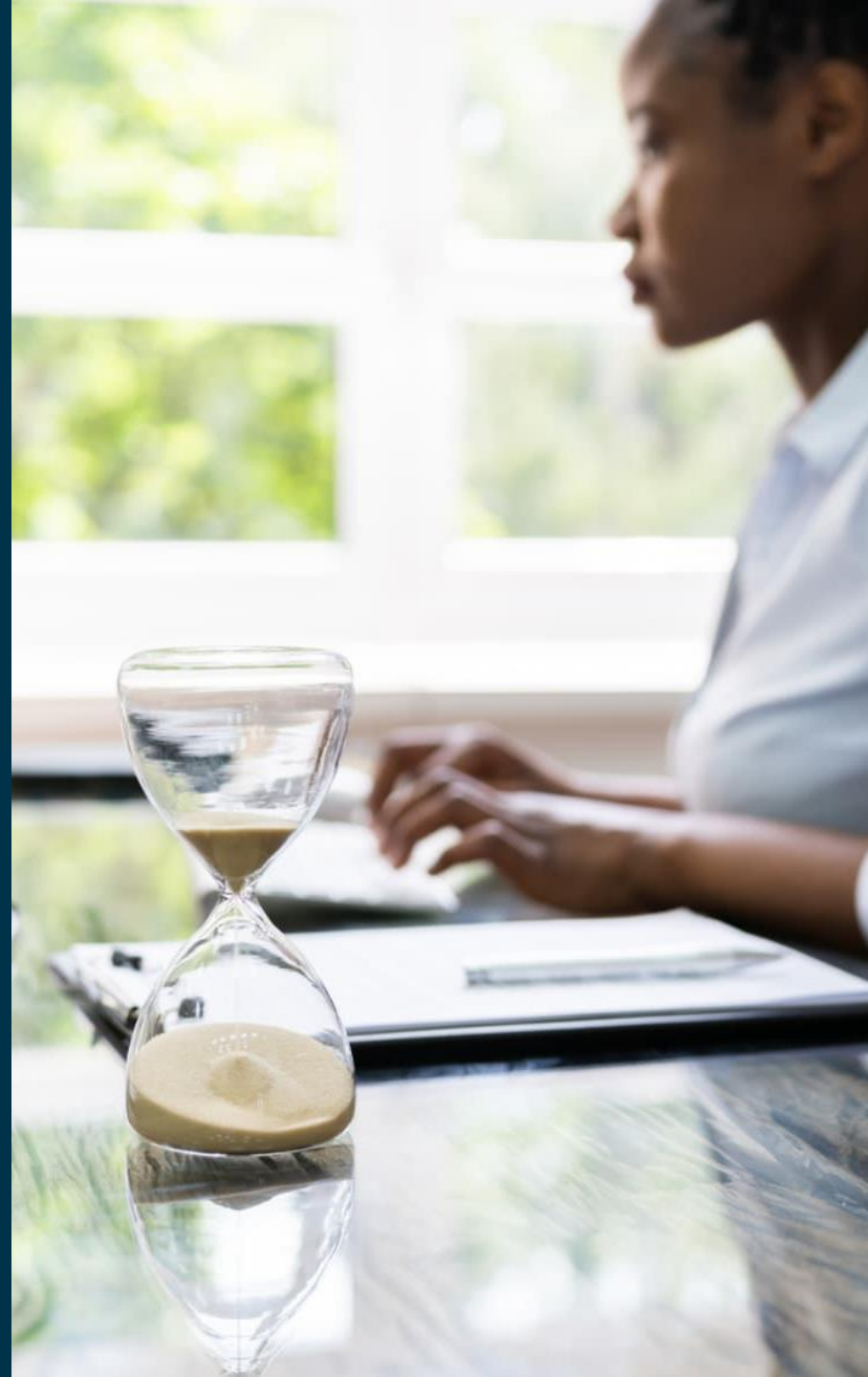
# Bookkeeping

Course Prospectus

# What is this course about?

The Short Course in Bookkeeping aims to give students a solid understanding of the various bookkeeping functions, covering the entire accounting cycle. The curriculum is designed to equip students with both the practical skills and theoretical knowledge needed for a successful career in bookkeeping.

- › 6–12-month course
- › Expert course lecturer
- › Earn an industry-ready certificate
- › Choose your study method:
  - Fully online or
  - Internet supported with textbooks



# Why should you choose this course?

The curriculum covers vital bookkeeping topics from VAT to subsidiary journals, general ledger, trial balance and much more! This course will equip students with practical skills in bookkeeping, giving them the competitive edge to progress their careers. Upon completion of this course, students can pursue various career paths across a wide variety of industries, such as:

- **Small Business Bookkeeper**
- **Small Business Owner**
- **Junior / Senior Bookkeeper**
- **Payroll Administrator**
- **Debtors or Creditors Administrator**

# Who should take this course?

This Bookkeeping Short Course is aimed at students wanting to enter the bookkeeping profession and students who wish to upskill themselves in the world of business as it relates to accounting and bookkeeping functions. The course is therefore suitable for all levels of experience, regardless of prior knowledge in bookkeeping or not.

By the end of the course students will walk away with practical skills and knowledge that can be applied to kick-start or advance their careers.

# What will you learn?

This course contains 6 substantive units and is stacked with learning. Unlike other short courses, we ensure that the learning is adequate to facilitate skills building and is not just a superficial overview of the subject-matter.

## Units in this course:

- › **Units 1: Introduction to Business, Bookkeeping and Accounting**
- › **Unit 2: The Accounting Equation and Double-Entry System**
- › **Unit 3: Value-Added Tax and Source Documents**
- › **Unit 4: Recording Cash Transactions**
- › **Unit 5: Record Credit and Sundry Transactions**
- › **Unit 6: Inventory Systems**

## Unit 1

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### **Introduction to Business, Bookkeeping and Accounting**

This unit introduces students to fundamental accounting concepts. You will explore the history of accounting, various uses and users of financial information, the bookkeeping and financial management cycle so that you can understand and articulate the nature and function of bookkeeping in the business context.

## Unit 2

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### **The Accounting Equation and Double-Entry System**

Learn how to record transactions using the double-entry accounting system by defining and classifying assets, liabilities, and owner's equity and understanding the accounting equation and business entity rule. This unit also covers how to record transactions in the general ledger.

#### **Topics covered**

- The history of accounting
- Users and uses of financial information
- GAAP and IFRS
- Different forms of business
- Financial vs Management accounting
- The bookkeeping and accounting cycle

#### **Topics covered**

- Assets, liabilities and owner's equity
- The accounting equation
- The business entity rule
- The general ledger

## Unit 3

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### Value-Added Tax and Source Documents

In this unit, you will gain an understanding of the South African Value Added Tax system and how it is used so that you can identify the various source documents used in a business entity and gain the practical skills to record and calculate VAT.

#### Topics covered

- Value Added Tax
- VAT system
- VAT supply categories
- Source documents
- The importance of filing, maintenance and record-keeping of documents
- VAT calculations and returns

## Unit 4

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### Recording Cash Transactions

This unit equips students with the practical skills needed to record bookkeeping transactions in the relevant journals, showing them how cash flow relates to the business and explaining the general ledger and its relationship to the trial balance.

#### Topics covered

- Cashflows in business
- The cash journal used in a business
- The general ledger and posting
- The trial balance

## Unit 5

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### Record Credit and Sundry Transactions

This unit focuses on the practicalities of recording credit and sundry transactions in the relevant journals. It will help students understand credit transactions and debtors and creditors. Students will also learn how to record transactions and credit entries as well as perform general journal entries as they relate to credit transactions.

## Unit 6

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### Inventory System

Learn how to identify inventory systems and perform the calculations related to them. You will be exposed to inventory calculation at the initial measurement of inventory systems, recording of transactions in the different inventory systems as well the posting of inventory transactions to the general ledger.

#### Topics covered

- Why credit is used in a business
- Debtors and creditors
- Subsidiary journals
- Credit and sundry (miscellaneous) transactions
- The general journal and credit transactions

#### Topics covered

- The definition of inventory systems
- The initial measurement of inventory
- Perpetual vs periodic inventory systems



# How you will learn

## Course duration:

- › 6 months
- › Maximum: 12 months

## Students can choose between 2 study methods for this course

### Option 1:

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#### Fully Online

All course material is delivered online through our data-lite, student portal iCan which can be accessed from any internet connected device. During this course, you will have access to a Course Lecturer via iCan as well as administrative and technical support provided by our Student Experience and Support teams.

### Option 2:

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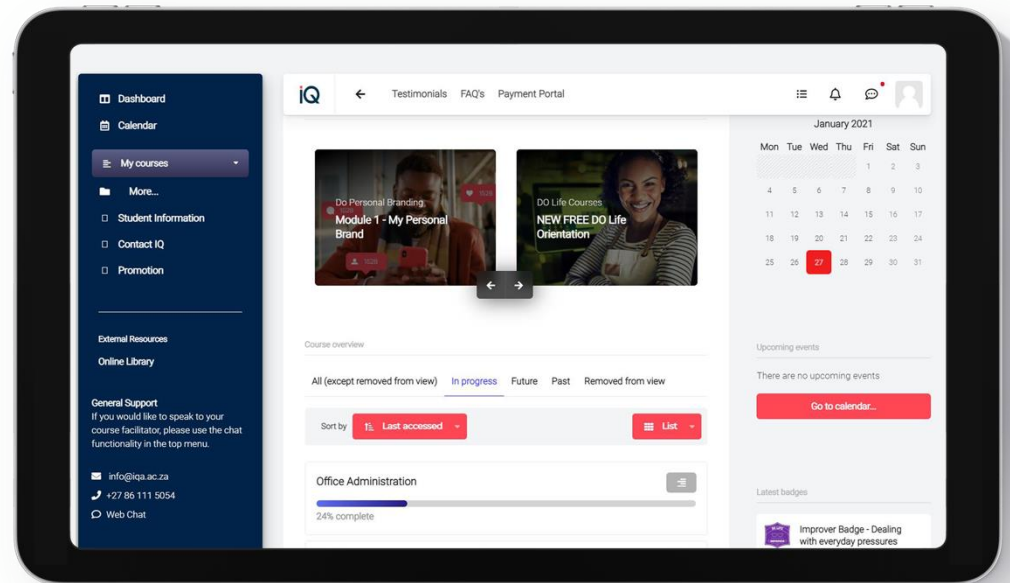
#### Internet Supported

The course is delivered via distance learning with textbooks and teaching and learning takes place on our data-lite student portal iCan. During this course, you will have access to a Course Lecturer via iCan as well as administrative and technical support provided by our Student Experience and Support teams.

# Whichever study method you choose, you will benefit from our online student portal.

iCan is designed to give you a truly innovative online experience that makes learning easy and interactive:

- Integrated programme calendar
- Receive reminders and announcements
- Assignment loading and access to results
- Multimedia learning activities
- Easily connect with lecturers and fellow students
- Partake in discussion forums
- All accessible from your PC, smartphone or tablet!



## Admission and selection criteria

### Admission requirements:

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- ✓ Grade 12 (standard 10) or NQF 4 equivalent
- ✓ At least 18 years of age
- ✓ Alternate admission is possible on basis of Mature Age Exception (23 years and older)

### Technology requirements:

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- ✓ A PC, Tablet or Smartphone
- ✓ Access to a reliable internet connection
- ✓ An active email account

#### **Recommended:**

- 1GB of data per month for fully online study method
- +/- 500MB of data per month for internet supported study method

### Selection requirements:

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- ✓ Ability to read and write in English, which is the language of instruction
- ✓ Students should also possess a basic level of digital literacy skills

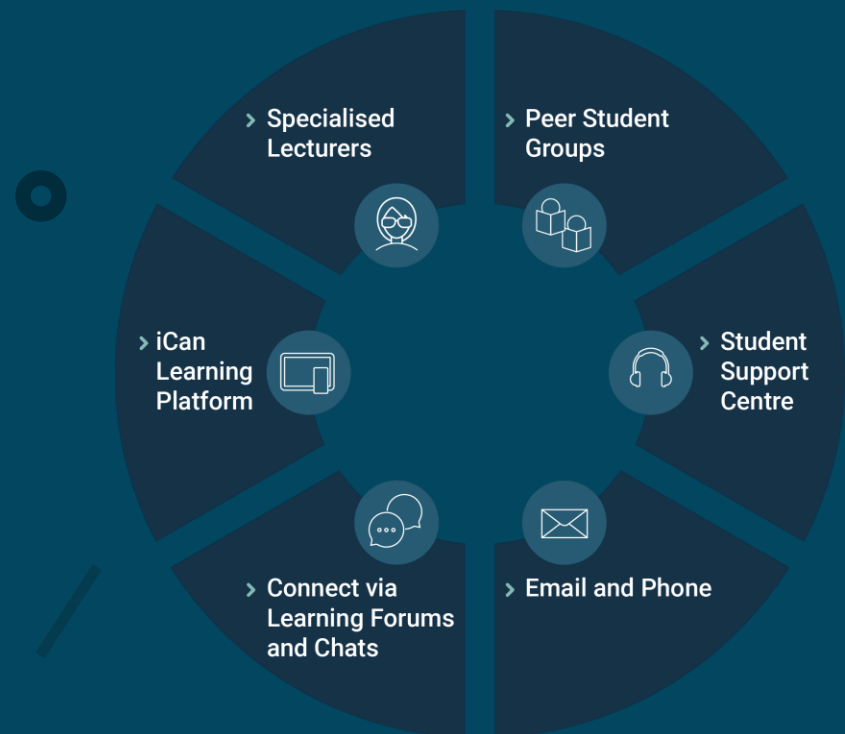
# How you will be assessed

Throughout each module interactive quizzes have been included and for each module in a Short Course students must complete one end-of-module summative assessment. Summative assessments are in the format of multiple-choice questions and/or short questions, based on the learning outcomes.

Assessments can be completed online via iCan or submitted via email depending on your chosen study method. Students are required to complete all assessments in the course and obtain the minimum pass mark as communicated.

## Teaching and learning support for academic success

To support your study, you will have access to an expert course lecturer through various support channels and you will have the opportunity to interact with fellow students who are studying the same course as you.



# What Certification you will receive

Upon successful completion of this course, you will be awarded an iQ Academy Short Course Certificate. Your certificate demonstrates that you have acquired industry-relevant skills which can enhance your promotional and employment opportunities.

Our Short Course curricula are developed by leading academics and experts in the field. All courses are internally quality assured and approved by iQ Academy's Academic Board. iQ Academy is registered with the Department of Higher Education and Training as a Private Higher Education Institution. Our Short Courses are institutional learning programmes and are non-credit bearing.

Certificates are issued in the student's legal name. Students must meet the qualifying criteria in order to receive this certificate (obtain minimum pass mark, fully paid up student account and submission of required documentation).

## Plus get access to free courses

As a value addition, each registered student has free access to our DO Life micro-course series, designed to boost everyday life skills. Exciting topics include money matters, careers, personal branding and many more, all available on iCan. Each completed micro-course is awarded a Certificate of Participation which can be added to your CV.

**“Over 7,000 students have completed a course and 97% agree they proved useful and valuable!”**

## DO Life Survey

## Course fees

Our course fees are updated each year, please visit our website for the latest fee structure.

We offer flexible payment options to suit most working individuals. Fees can be paid in various monthly instalment plans or in full on enrolment.

## Enrolment process

### > Step 1: Enquire

- Complete website contact form
- Speak to a Student Advisor
- Complete enrolment application

### > Step 2: Register

- Submit documentation
- Pay your fees
- Receive student number

### > Step 3: Start

- Access iCan
- Complete onboarding journey
- Engage with lecturer

# Have questions? We are here to help

Get in touch with us

086 111 5054 | [info@iqa.ac.za](mailto:info@iqa.ac.za) | [www.iqacademy.ac.za](http://www.iqacademy.ac.za)



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