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JOHANNESBURG:
DURBAN:

MILPARK
BUSINESS SCHOOL



SHORT COURSE: BOOKKEEPING TO TRIAL BALANCE

DESCRIPTION

A skills programme introducing a learner to source documents, Value Added Tax (VAT), the rules of double entry, subsidiary journals, the general ledger and trial balance, bookkeeping for the different inventory systems, as well as bank and creditors reconciliations. This programme will provide skills for the Accounts Clerk (the individual who processes monthly financial transactions) and the Debtors and Creditors Clerk functions.

ADMISSION REQUIREMENTS

A Grade 10 certificate or an equivalent Level 2 qualification as registered on the NQF.

CERTIFICATION

Upon successful completion of the programme, learners will receive an ICB results letter outlining the unit standards covered and the ICB will apply to FASSET on the learners' behalf for certification against the relevant qualification once all the relevant skills programmes have been completed.

UNIT STANDARDS

Unit Standard ID	Unit Standard Title	NQF Level	Credits
117423	Administer credit purchase transactions	3	3
117422	Administer credit sales transactions	3	3
117419	Administer income and receipts	3	4
117420	Administer payments and expenses	3	4
117424	Calculate and record Value-added Tax transactions	3	5
117425	Compile reconciliation statements	3	6
117421	Demonstrate basic accounting concepts	3	12
117427	Prepare general ledger accounts and initial trial balance	3	5
117418	Understand the petty cash system	3	3
12988	Record income and receipts	5	10
Total			55 credits

ASSESSMENT

Learners will be assessed on a completed ICB PoE containing three formative activities (assignments), two formative evaluations (tests) and a summative assessment (final exam).

DURATION

This is a part-time course of 48 hours.

FURTHER STUDIES

Learners who have completed this short course certificate may articulate onto other short courses. Depending on the learner's academic background, other Milpark Business School whole qualifications may also be available to the learner.

ABOUT THE BUSINESS SCHOOL

Milpark Business School offers a range of higher education qualifications, accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance learning and contact learning, as well as supporting workshops. The qualifications range from a variety of certificate and diploma programmes to an MBA and a BCom in Banking Management.

PRICING

The fees include prescribed textbooks, comprehensive learner guides, lectures and all internal assessments.

Please contact the Milpark Business School Sales Department for more details.

ADDITIONAL COSTS

The fee for each module includes the ICB assessment fee. Learners may register as members of the ICB.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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