

SHORT COURSE: BUSINESS LAW AND ACCOUNTING CONTROL

DESCRIPTION

A skills programme in basic contract law, insolvency law, estate planning, internal auditing and control, fundamental techniques in finance, as well as computer auditing.

ADMISSION REQUIREMENTS

A Grade 12 certificate or an equivalent Level 4 qualification (with accounting) as registered on the NQF. Ideally learners should have completed the skills programmes entitled 'Junior Bookkeeper: Bookkeeping to Trial Balance' and 'Senior Bookkeeper: Financial Statements' before enrolling for this programme. The ICB certification series provides carefully constructed career paths to become a professional Bookkeeper and/or Technical Financial Accountant. The recommended approach is to complete the seven core skills programmes in the order in which they appear on the career certification programme, but this is not a pre-requisite.

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 learner's behalf for the Further Education and Training Certificate in Bookkeeping to be awarded.

UNIT STANDARDS

Unit Standard ID	Unit Standard Title	NQF Level	Credits
12983	Interpret statutes and provide basic information on South African legislation as it relates to the accounting function	5	10
13018	Contribute to the implementation of auditing procedures	5	12
12981	Administer and wind up estates of deceased persons	5	8
12982	Administer and wind up insolvent estates	8	5
13014	Manage accounting systems	5	10
Total			45 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.

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 Westville, 3631
 PO Box 2248, Westville, 3631

Phone: 031 266 0444
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FURTHER STUDIES

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

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, diploma, undergraduate degrees and the MBA.

PRICING

Course fees include lectures and course material. Please contact one of our campuses for more information.

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, accurate at time of going to print, is subject to change without notification due to legislation, market requirements or for any other reason. Milpark Business School reserves the right to change the programme content without notice.

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