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JOHANNESBURG:  
DURBAN:

**MILPARK**  
BUSINESS SCHOOL



## SHORT COURSE: INCOME TAX RETURNS

### DESCRIPTION

This skills programme involves a thorough study of taxation. Learners will be able to compute taxable income and tax payable for individuals and businesses, submit tax returns, acquire a working knowledge of estate duty and provide taxation planning advice to clients.

### 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 |
|------------------|---|-----------|---------|
| 13019            | Prepare business tax returns  | 5         | 12      |
| 13020            | Prepare personal tax returns  | 5         | 10      |
| 13025            | Determine what taxable income is  | 6         | 16      |
| 12976            | Interpret and apply the laws and procedures relating to the duty which is levied on the | 8         | 8       |

|              |   |   |                   |
|--------------|---|---|-------------------|
|              | estates of deceased persons   |   |                   |
| 12975        | Interpret and apply the laws and procedures related to taxes levied | 6 | 8                 |
| <b>Total</b> |   |   | <b>54 credits</b> |

## 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

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 an MBA and a BCom in Banking Management to a variety of certificate and diploma programmes.

## 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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