

## SHORT COURSE CERTIFICATE IN ACCOUNTING PRINCIPLES FOR BANKERS

### DESCRIPTION

This short course is designed to assist students who have little or no experience in accounting and finance. It deals with accounting principles leading to elementary financial statement preparation. This short course is suitable for portfolio and relationship managers with no accounting background but who ultimately require an understanding of credit principles. This short course is an excellent foundation course for Bank Credit Management (CRM).

### ADMISSION REQUIREMENTS

A knowledge, comprehension and application of the English language at NQF level 4 (Grade 12 or equivalent).

### CERTIFICATION

On successful completion of the programme, the student will receive a *Short Course Certificate in Accounting Principles for Bankers* from Milpark Business School. This short course is presented at NQF level 5.

### EXIT-LEVEL OUTCOMES

On completion of Milpark Business School's short course *Certificate in Accounting Principles for Bankers*, the qualifying student should be able to understand and apply basic accounting principles for credit or lending purposes.

### PROGRAMME OUTLINE

Introduction to Accounting  
The Bookkeeping Process  
Bank Reconciliation  
Year-end Adjustments  
Basic Disclosure Requirements  
Preparation of Financial Statements

### ASSESSMENT

Students are required to submit an assignment, which contributes 30% to the final mark. Students will write a final summative assessment at the end of the workshop week, which contributes 70% to the final mark. In order to pass the short course, students need to obtain at least 40% in the final summative assessment and an overall mark of at least 50%.

### DURATION

This is a three day, full-time short course. It can also be presented on a part-time basis.

#### HEAD OFFICE CAPE TOWN

2nd Floor Sunclare Building  
Cnr Protea and Dreyer Street, Claremont  
PO Box 44235, Claremont, 7735

**Phone:** 021 673 9100  
**Fax:** 021 673 9111  
**Fax to email:** 021 673 9111

#### JOHANNESBURG

Corner Main Road East and Landau Terrace,  
Melville Extension 2  
PO Box 91714, Auckland Park, 2007

**Phone:** 011 718 4000  
**Fax:** 011 718 4001

#### DURBAN

2 Derby Place, Derby Downs, University Road,  
Westville, 3631  
PO Box 2248, Westville, 3631

**Phone:** 031 266 0444  
**Fax:** 031 266 0466

**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**

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

**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.

Email: [info@milpark.ac.za](mailto:info@milpark.ac.za)

Website: [www.milpark.ac.za](http://www.milpark.ac.za)