

TIMETABLE - NC: BOOKKEEPING (NQF L3 - SAQA ID: 58375)				
Module: Bookkeeping to Trial Balance				
Study Phase	Module 1	Online Support Session	Lecturer	Action by Student
1	Week 1	8-Jun-21	Tuesday: Support Session LM 1 - Welcome and Introduction, An Introduction to business, bookkeeping and accounting	
1	Week 2	15-Jun-21	Tuesday: Support Session LM 2 - An Introduction to business, bookkeeping and accounting (cont.)	
1	Week 3	22-Jun-21	Tuesday: Support Session LM 3 - An Introduction to business, bookkeeping and accounting (cont.)	Students complete Assignment 1
1	Week 4	29-Jun-21	Tuesday: Support Session LM 4 - An Introduction to business, bookkeeping and accounting (cont.)	Student complete Online Class Test 1
2	Week 5	6-Jul-21	Tuesday: Support Session LM 5 - Value Added Tax and source documents	Students complete Assignment 2
2	Week 6	13-Jul-21	Tuesday: Support Session LM 6 - Value Added Tax and source documents (cont.)	Student complete Online Class Test 2
3	Week 7	20-Jul-21	Tuesday: Support Session LM 7 - Recording Cash Transactions	
3	Week 8	27-Jul-21	Tuesday: Support Session LM 8 - Revision Questions	Students complete Assignment 3
Module: Payroll and Monthly SARS				
Study Phase	Module 2	Online Support Session	Lecturer	Action by Student
1	Week 1	10-Aug-21	Tuesday: Support Session LM 1 - Welcome and Introduction, Basic Bookkeeping and Vat	
1	Week 2	17-Aug-21	Tuesday: Support Session LM 2 - Plan, organise, implement, monitor and work within the payroll environment	
1	Week 3	24-Aug-21	Tuesday: Support Session LM 3 - Record and validate input variations on employee records	Students complete Assignment 1
2	Week 4	31-Aug-21	Tuesday: Support Session LM 4 - Basic conditions of employment	Student complete Online Class Test 1
2	Week 5	7-Sep-21	Tuesday: Support Session LM 5 - Statutory registrations	
2	Week 6	14-Sep-21	Tuesday: Support Session LM 6 - Complete PAYE documents	Students complete Assignment 2
3	Week 7	21-Sep-21	Tuesday: Support Session LM 7 - Accounting for Payroll	Student complete Online Class Test 2
3	Week 8	28-Sep-21	Tuesday: Support Session LM 9 - Month SARS Returns and eFiling	
3	Week 9	5-Oct-21	Tuesday: Support Session LM 10 - Ethics and the registered Tax Practitioner	Students complete Assignment 3
Module: Computerised Bookkeeping				
Study Phase	Module 3	Online Support Session	Lecturer	Action by Student
	Week 1	12-Oct-21	Tuesday: Support Session LM 1 & 2 - Installation and Registration of Pastel Partner V18 Pastel language and navigation	
	Week 2	19-Oct-21	Tuesday: Support Session LM 3 & 4 - Creating and setting up a company in Pastel Partner V18 Create and maintain general ledger accounts	
	Week 3	26-Oct-21	Tuesday: Support Session LM 5 - Create and maintain supplier accounts	Students complete Assignment 1
	Week 4	2-Nov-21	Tuesday: Support Session LM 6 - Create and maintain customer accounts	Student complete Online Class Test 1
	Week 5	9-Nov-21	Tuesday: Support Session LM 7 - Create and maintain inventory items	
	Week 6	16-Nov-21	Tuesday: Support Session LM 8 - Take on balances and journals	Students complete Assignment 2
	Week 7	23-Nov-21	Tuesday: Support Session LM 9 & 10 - Supplier processing Customer processing	Student complete Online Class Test 2
	Week 8	30-Nov-21	Tuesday: Support Session LM 11 - Cash book, petty cash and journal processing	
	Week 9	7-Dec-21	Tuesday: Support Session LM 12 & 13 - Month end procedures Year end procedures	Students complete Assignment 3
Module: Business Literacy				
Study Phase	Module 4	Online Support Session	Lecturer	Students
1	Week 1	11-Jan-22	Tuesday: Support Session LM 1 - Welcome and Introduction, The key principles of effective communication	
1	Week 2	18-Jan-22	Tuesday: Support Session LM 6 - Working with numbers: an introduction	Students complete Assignment 1
2	Week 3	25-Jan-22	Tuesday: Support Session LM 2 & 3 - Spoken Communication Written Communication	Student complete Online Class Test 1
2	Week 4	1-Feb-22	Tuesday: Support Session LM 7 - Working with fractions and decimal numbers	
2	Week 5	8-Feb-22	Tuesday: Support Session LM 8 - Percentages, ratios, proportions and equations	Students complete Assignment 2
3	Week 6	15-Feb-22	Tuesday: Support Session LM 4 & 5 - Work readiness Learning styles, study skills and exam preparation	Student complete Online Class Test 2
3	Week 7	22-Feb-22	Tuesday: Support Session LM 9 - Using interest rates in business	
3	Week 8	1-Mar-22	Tuesday: Support Session LM 10 - Measure, analyse and communicate workplace data	Students complete Assignment 3
Module	Duration	Start tuition	Week's objectives	Exam
1	9 weeks	8-Jun-21	Bookkeeping to Trial Balance (online proctored exams)	4-Oct-21
2	8 weeks	10-Aug-21	Payroll and Monthly SARS (online proctored exams)	6-Dec-21
3	9 weeks	12-Oct-21	Computerised Bookkeeping (online proctored exams)	9-Feb-22
4	8 weeks	11-Jan-22	Business Literacy (online proctored exams)	TBC by the ICB towards end 2021