

BUSINESS STUDIES

NATIONAL DIPLOMA: TECHNICAL FINANCIAL ACCOUNTING

This course is endorsed by the Institute of Certified Bookkeepers (ICB) and is SAQA accredited. The ICB is responsible for all formative and summative assessments.

A learner progresses through three ICB levels from Certified Junior Bookkeeper (National Certificate: Bookkeeping – NQF Level 3), to Certified Senior Bookkeeper (Further Education and Training Certificate: Bookkeeping – NQF Level 4) to Certified Technical Financial Accountant (National Diploma: Technical Financial Accounting – NQF Level 5).

This qualification is designed with the objective of encouraging the widest possible access to the accounting profession.

Programme structure:

The subjects have been packed into the following learning areas that will be covered over a period of 18 months:

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| 1) Business Literacy | 5) Financial Statements |
| 2) Bookkeeping to Trial Balance | 6) Cost and Management Accounting |
| 3) Payroll and Monthly SARS returns | 7) Income Tax Returns (part-time) |
| 4) Computerised Bookkeeping | 8) Business Law and Accounting Control (part-time) |

1+2+3+4 = Junior Bookkeeper (NQF Level 3)

1+2+3+4+5+6 = Senior Bookkeeper (NQF Level 4)

1+2+3+4+5+6+7+8 = Technical Financial Accountant (NQF Level 5)

Admission and certification requirements:

- Matric with Accounting (50%) and competence in the literacy and accounting entrance test.

Duration:

18 months

Career options:

- Act as support for a Chartered Accountant in a large firm
- Accountant for a smaller firm
- Accounting technician / clerk

Location:

City Campus

Corner Longmarket and Buitenkant Street, Cape Town

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