

BUSINESS STUDIES

BOOKKEEPING TO TRIAL BALANCE (SKILLS PROGRAMME)

This is a skills programme introducing the learner to source documents, Value Added Tax (VAT), the rules of double entry, subsidiary journals, the general ledger and trial balance, bookkeeping for the different inventory systems as well as bank and creditors reconciliation. It will provide the Accounts Clerk and the Debtors and Creditors Clerk with the necessary skills.

Duration:

This programme runs on a part-time basis. The duration is 48 hours. It consists of 12 four-hour sessions on Saturdays (8:30 – 12:30). A summative assessment (final exam) will be written on a weekday (during work hours). All dates will be confirmed on the first day of class.

Admission requirements:

- Previous accounting knowledge would be a benefit, but is not required.
- 16 years and older.

PAYROLL AND MONTHLY SARS RETURNS (SKILLS PROGRAMME)

This is a skills programme that will revise the manual monthly bookkeeping function. It will introduce the learner to Payroll and the Basic Conditions of Employment Act as well as basic business ethics. Learners will be able to complete the payroll function from the bookkeeping perspective. A learner will be able to complete the SARS Payroll returns (EMP201, IRP5, IT3a, IRP501). Learners will also be able to complete the VAT201 return.

Duration:

This programme runs on a part-time basis. The duration is 48 hours. It consists of 12 four-hour sessions on Saturdays (8:30 – 12:30). A summative assessment (final exam) will be written on a weekday (during work hours). All dates will be confirmed on the first day of class.

Students who have completed this programme can articulate to other ICB Skills Programmes which could in turn lead to registered ICB qualifications.

Admission requirements:

- Knowledge of Grade 12 Accounting or Bookkeeping experience.

Location:

City Campus

Corner of Longmarket and Buitenkant Street, Cape Town
Tel: 021 462 2053 / 464 3874