



IIE BOOKKEEPING 1A SHORT LEARNING PROGRAMME

INTRODUCTION

This module has been constructed in a manner that will empower you in accounting. If you had Grade 12 accounting, you will discover many new concepts that you never knew about. You will learn how to deal with Value Added Tax (VAT), and how the books of account are likely to reflect on a computerised accounting system.

The module commences with an overview of the history and development of accounting principles over time. You will be presented with the latest thinking on GAAP principles as well as International Financial Reporting Standards (IFRS). Although the first learning unit is primarily theoretical in nature, it will lay the foundation for you in understanding why certain processes and entries are done the way they are in the rest of the course.

WHO SHOULD ATTEND

- Students who wish to learn how to demonstrate knowledge and understanding of the development, role and functions of bookkeeping as a business information system.
- Individuals who want to learn how to apply bookkeeping principles, processes and systems in a business environment.

ENTRANCE REQUIREMENTS

Students should meet the following requirements:

- Be proficient in English.
- Must be able to prepare for lectures and engage in self-directed study outside the classroom and be prepared for dynamic discussion in the classroom.

DURATION

Lectures are conducted on a Saturday morning for four hours over 9 weeks.

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OF BUSINESS LEADERS.

www.thebusinessschool.co.za



CONTACT

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Cape Town (021) 685 5021
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Programme Overview



PROGRAMME MATERIAL

The SLP fee includes all programme material, which becomes the property of the student. This material is a valuable source for ongoing reference.

PROGRAMME EVALUATION

The modules consist of three formatives (two tests and an ICE task) and one examination.

PROGRAMME OVERVIEW

The SLP aims to provide students with the foundational knowledge and practical skills required to perform the basic accounting and bookkeeping procedures required in a business environment.

PROGRAMME CONTENT

This SLP covers the following topics:

- An introduction to business, bookkeeping, and accounting
- The Accounting Equation and Double Entry System
- Value Added Tax (VAT)
- Recording cash transactions
- Recording credit and sundry transactions
- Inventory (stock) systems

At the IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VCBlend.

This blended-learning strategy extends learning beyond the confines of the classroom and creates opportunities for our students to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of online learning materials and activities that have been developed to underpin our teaching strategy, and where possible lecturers will make use of Web 2.0 tools to action the activities.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

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CERTIFICATION

The Bookkeeping 1a programme is an SLP certified by The Independent Institute of Education (The IIE). Students enrolled in this SLP can apply, on successful completion, for exemption, based on recognition of prior learning, from the equivalent module offered on a full-time qualification/SLP module, when registering for any other IIE programmes.

- Higher Certificate in Bookkeeping (exempt from Bookkeeping 1A) *

All SLPs available through The Business School have been specially designed for working adults. These SLPs differ from The IIE full qualifications available through Varsity College, which are registered on the National Qualifications Framework (NQF). Before registration, students must therefore ensure that the programme selected best suits their individual learning and workplace objectives.

THE INDEPENDENT INSTITUTE OF EDUCATION - ACCREDITED BY THE BRITISH ACCREDITATION COUNCIL

The IIE is internationally recognised and accredited by the British Accreditation Council (BAC). The BAC has been responsible for setting standards within the independent further and higher education sector for 25 years. Their accreditation is held by hundreds of colleges in the UK and overseas. They provide the leading mark of educational quality for the sector, which is used by students, parents, agencies and beyond as a guarantee of standards. For more information please visit <http://www.the-bac.org/>

**Please note that content is subject to change*

Important note: Conditions and entrance requirements apply. Please speak to a consultant for more details.

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