

# SHORT LEARNING PROGRAMME

## IIE BOOKKEEPING SHORT LEARNING PROGRAMME

(Contact)

### 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 or weekday for three hours over 12 weeks.

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MAKES THE DIFFERENCE**

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## **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.

## **CERTIFICATION**

The Bookkeeping programme is an SLP certified by The Independent Institute of Education (The IIE). Students enrolled for this SLP can submit an application for academic credit upon completion, to be exempt from the equivalent full qualification module when registering for any other IE 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.

## **British Accreditation Council**

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an International Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an International Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE’s Varsity College students can be confident that their IIE learning experience meets international best practice standards.”

*Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.*