

National Certificate: Bookkeeping NQF L3 (SAQA ID 58375)

Subjects:	Learning Areas:
1. Bookkeeping to Trial Balance (BKTB)	Accounting source documents / The double entry accounting system Subsidiary journals and the general ledger / Petty cash Bookkeeping for different inventory systems / Bank & creditors
2. Payroll & Monthly SARS Returns (PMSR)	Recording business financial transactions / Revise the manual monthly bookkeeping function / Payroll introduction / Basic Conditions of Employment act & business ethics / Ethics and the registered tax practitioner / The payroll function from a bookkeeping perspective Completing SARS returns (EMP 201, IRP4, IT3a, IRP501) / Completing the VAT201 return / Statutory registrations
3. Computerized Bookkeeping (CPBK)	Basic PC concepts / Working with Windows / Internet / Working with MS Word, Excel & PowerPoint / The monthly bookkeeping function on Microsoft Office / The monthly bookkeeping function on a computerised accounting function (e.g. PASTEL)
4. Business Literacy (BUSL)	Effective business communication / Business calculations (ratios, equations, interest, decimals, etc) / Work readiness

FET Certificate: Bookkeeping NQF L4 (SAQA ID 58376)

Subjects:	Learning Areas:
5. Financial Statements (FNST)	Bookkeeping as a function of financial management in larger organisations / Finalising and interpreting accounts & financial statements / Depreciable assets / Financial statements of the sole trader / Partnerships, close corporations (CC) and companies (Pty) / Cash flow statements
6. Cost & Management Accounting (CMGT)	Introduction to managerial accounting / Controlling inventory and overhead costs / Accounting for a manufacturing enterprise / Budgeting and standard costing / Financial management: the importance of financial reporting / Organisational ethics: Ethical issues relating to organisational finance

National Diploma: Technical Financial Accounting NQF L5 (SAQA ID 63213)

Subjects:	Learning Areas:
7. Income Tax Returns (ITRT)	Introduction to taxation / Gross income and Exempt income / Allowable deductions / Fringe benefits and allowances / Prepaid taxes / Taxation of non-residents / Tax returns (IT12S, IT12C, IT14) / Capital gains tax / Donations / Estate Duty / SARS and the tax practitioner
8. Business Law and Accounting Control (BLAC)	The unspoken laws of business / Written laws of business / Managing your personal finances / Accounting systems (internal control concepts) / Managing accounting systems / Accounting systems: Stock control, Analytical review / Liquidation and executors' accounts / Estate planning (insolvent & deceased estates)

National Diploma: Financial Accounting NQF L6 (SAQA ID 20366)

Subjects:	Learning Areas:
9. Corporate Strategy (CRPS)	Compile annual financial statements / register with SAIBA as an Accounting Officer (once you meet their requirements) / work with Chartered Accountants and Auditors / have a thorough knowledge of accounting theory and practice / corporate strategy / International Financial Reporting Standards
10. Management Accounting Control Systems (MACS)	
11. Financial Reporting and Regulatory Frameworks (FRRF)	
12. Research Theory and Practice (RTAP) (By short dissertation, topic: Financial Accounting)	