

Growing U

For 20 years UniSchool has been empowering people through affordable, high quality, skill-based training. Our recognition stems from our ISETT Seta accreditation, together with endorsements by many corporate and government bodies. A combination of business professionals and university academics ensures our outstanding quality. Our affordability is as a result of our 20 years of experience in being the training organisation of choice for the people of KwaZulu-Natal. Come and join more than 20,000 people - young and old, unemployed AND ROYALTY, who we have helped grow.

Testimonials from our Students

People of South Africa really need the kind of education provided by UniSchool.

UniSchool is the Best Academic Institution.

All UniSchool staff are helpful and approachable.

Best value for Money



Unique UniSchool - We use a combination of highly qualified lecturers plus tutors.

University UniSchool - Most courses are designed by University lecturers and top business leaders.

Ubuntu UniSchool - We are a homegrown South African company who strive to live ubuntu - to grow U is to grow US.

UniSchool (Pty) Ltd

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Bookkeeping

Contact Us

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Fax: 031 305 3946 or 086-590-3717

Reg. No. 98/00306/07

Bookkeeping

Open the door to more opportunities. Learn how to keep a set of books to trial balance stage.

This course is designed to equip students with basic bookkeeping skills to draw up and maintain a set of accounts.



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Course Description



Course Modules

- Introduction Bookkeeping
- Source Documents and Sub Ledgers
- Double entry system and writing ledgers
- Month end procedures
- Bank Reconciliation
- Control Accounts
- Salary and Wages
- VAT and mandatory government returns
- Trial Balance
- Income Statement and Balance Sheet.

Duration

- 10 weeks (Saturday mornings), 8:30am-12:30pm

Entrance Requirements

Grade 10 or be at least 16 years of age.
No Prior accounting knowledge is required.

Course price and date:

Course Fee Includes

- All lectures
- Bookkeeping manual
- Qualified highly rated lecturers
- Graduation ceremony at UKZN University

Programme Type

Enhance your skills and improve your career opportunities in a particular field without having to enroll on a full programme. This course is not linked to NQF and is not credit bearing.

Assessment

- **Formative Assessments. 15%** - Students need to submit three assignments and
- **Summative Assessment: 85%** - To successfully complete this learning programme you will be required to write a bookkeeping exam. You will need to achieve a mark of 50% or higher to be found competent.

Award

On successful completion of the course you will receive a UniSchool Short Course Diploma endorsed by CIBM