

School of Business and Management

Programme Name: Skills Programme in Bookkeeping (Part 3) Financial Statements

Full-time / Part-time: Full-time or Part-time

Description

This programme is for people who are responsible for controlling the finances of a small business or who are responsible for the bookkeeping aspect of financial management in larger organisations. The programme deals with post trial balance accounting including financial statements and their interpretation.

Admission Requirements

- You are required to have knowledge, comprehension and application of English and Mathematics at NQF Level 3/ Grade 11 or equivalent;
- Accounting at NQF level 3/ Grade 11 or equivalent such as Basic Bookkeeping/ Bookkeeping part 1/ or Bookkeeping part 2.

Certification

On successful completion of the programme, the learner will receive a ICB/FASSET Skills Programme Certificate in Bookkeeping (Part 3) Financial Statements. This skills programme consists of unit standards that have been taken from a variety of SAQA registered qualifications at NQF level 3, 4 and 5.

Programme Outline

Finalise and interpret accounts (4 credits)

- Make adjustments to total expenses and purchases of assets.
- Prepare a trading and profit and loss account and balance sheet for a small business.
- Understand the distinctions between gross profit, net profit and cash in hand.
- Calculate and use basic liquidity and profitability ratios.

Draft financial statements (12 credits)

- Demonstrate an understanding of the business and accounting environment.
- Identify financial statement information.
- Draft year end financial statements.
- Prepare and interpret a cash flow statement.

Maintain financial records and prepare general ledger accounts (12 credits)

- Maintain records relating to capital acquisition and disposal.
- Record income and expenditure.
- Collect and collate information for the preparation of general ledger accounts.
- Prepare the extended trial balance.

Compile elementary accounting reports (10 credits)

- Apply basic accounting principles.
- Reconcile books of account with each other and to external records.
- Prepare a profit and loss statement.
- Compile a balance sheet.
- Prepare a cash flow statement.

Interpret basic financial statements (4 credits)

- Analyse the basic elements of an income and expenditure statement.
- Analyse the basic elements of a balance sheet.
- Compile a personal assets and liabilities statement.
- Use the evidence in financial statements to make a financial decision

Assessment

The learner will be required to complete a portfolio of evidence to support the competent findings of the assessor. The Learner will be supported and guided towards reaching this goal. Learners will be required to complete a summative assessment compiled by ICB (Institute of Certified Bookkeepers)

Duration

The programme duration is **36** hours and the tuition is face to face. Damelin tuition is scheduled per campus. Programmes are offered during the week, in the evenings, or on Saturdays. Damelin campuses countrywide have updated schedules on their local programme offerings.

Further Studies:

Learners who have completed this skills programme can articulate to the Skills Programme in Bookkeeping (Part 4): Budgeting, Costing and Decision Making or the Certificate in Small Business Management.

NQF alignment

The unit standards in this skills programme are listed below.

SAQA ID	TITLE	CREDITS	NQF LEVEL
114741	Finalise and interpret accounts	4	4
13015	Draft financial statements	12	5
12995	Maintain financial records and prepare general ledger accounts	12	5
120106	Compile elementary accounting reports	10	3
117156	Interpret basic financial statements	4	4

TOTAL CREDITS	42	
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About the School

The School of Business and Management is a very dynamic School that focuses mainly on business related programmes. The School caters for learners from NQF level 2 – level 5 in a range of fields that include entrepreneurs and small business, finance, accounting, contact centre operation, management, leadership, production and import & export. All skills programmes and qualifications are registered by SAQA on the National Qualifications Framework and are credit bearing. The School offers Saturday morning sessions, evening classes and full time tuition. Please refer to the prospectus for a complete list of programmes.

Pricing

Enquire at your nearest Damelin Campus for a current programme pricelist. This programme price includes all required text books. The fees for the first final summative assessment, compiled by ICB (Institute of Certified Bookkeepers) is included.

Disclaimer

The content of this brochure, accurate at time of going to print, is subject to change without notification due to legislation, market requirements or any other reason. Damelin reserves the right to change the programme content without notice.