

Training generations for a brighter future!

Bookkeeping Fundamentals Course

This comprehensive training programme covers the basic bookkeeping terms and concepts such as revenues, expenses, assets, liabilities, income statement, balance sheet, and statement of cash flows. You will become familiar with bookkeeping debits and credits as we show you how to record transactions. This is a non-computerised course.

Entrance Requirements

Learners need to meet the following prerequisites before attending this course:

1. Mathematical Literacy or Standard 8/Grade 10 Mathematics.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave, and the course fee will be forfeited.

Target Learners

This course has been designed for learners who are required to work with accounts, and who have had little or no exposure to bookkeeping.

Assessments

The assessment forms part of the course and has to be written within 6 months from the commencement date of your course. To make it easier for you, all the Sage Pastel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a computer with internet access).

Assessments are offered only in English and in an online environment.

The Sage Pastel Training Department will issue an Electronic Certificate of Competence to delegates who successfully achieve a minimum result of 75% for the assessment associated with this course.

Duration

This is a two-day (12 hour) course.

Course Outline

The course includes the following content:

- Bookkeeping Introduction
- Value Added Tax (VAT)
- Source Documents
- Inventory
- Subsidiary Journals
- The General Ledger
- The Trial Balance
- The Statement of Income
- The Statement of Financial Position
- Bank Reconciliation