

The ICB Financial Accounting Intermediate Further Education and Training Certificate in Bookkeeping provides students with the knowledge, understanding, skills and experience to become a bookkeeper. After completing this certificate you will be able to do monthly bookkeeping; asset disposal; year-end adjustments; International financial reporting standards for SMMEs; branch accounts; incomplete records; analysis of financial statements; understand cash flow; basic cost and management accounts; prepare manufacturing accounts; costing and budgeting.

#### Entrance Requirements

Grade 10/ Standard 8 or an equivalent qualification and must be 16 or older.

#### Course Duration

18 months

#### Subjects

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statement
- Cost and Management Accounting



#### Certification

On completion of this course student will receive a certificate from Skills Academy and an accredited ICB Further Education and Training Certificate in Bookkeeping which is rated at NQF Level 4 per the South African Qualification Standards Authority (SAQA).

#### Message From The Principal

You are making the right choice. This is the point where you change your life. Let us help you!



#### Magic Info About This Course

Office Administration is considered as one of the scarce skills in South Africa and that means that there will always be jobs out there waiting for you. Office administration jobs are always in high demand. This means that employers are always looking for people with these skills.

#### Your Lecturer

Hi there my name is **Brilliant Maisiri** and I am your lecturer for **ICB Financial Accounting**, I would like to tell you a little bit about myself so that you can get to know me. I am young, funny and a hard worker. My strength is in figures and I am extremely passionate about analysing government policies and how they impact the economy. Because of these characteristics, I have developed a love for accounting, economics and taxation.



#### Who Is Skills Academy?

Everybody has the Right to Study. Once you have started your studies; we make sure that you finish it successfully.

**The right advice before you start** - chat to a friendly Course Expert, who will make sure you register on the right course for you.

**We love helping students** - your tutors and lecturers are full-time employees at Skills Academy. With lots of experience and expertise in helping adult students.

**Online study groups** for daily help with your studies, contact with other students and one-on-one sessions with your lecturers so that you can...

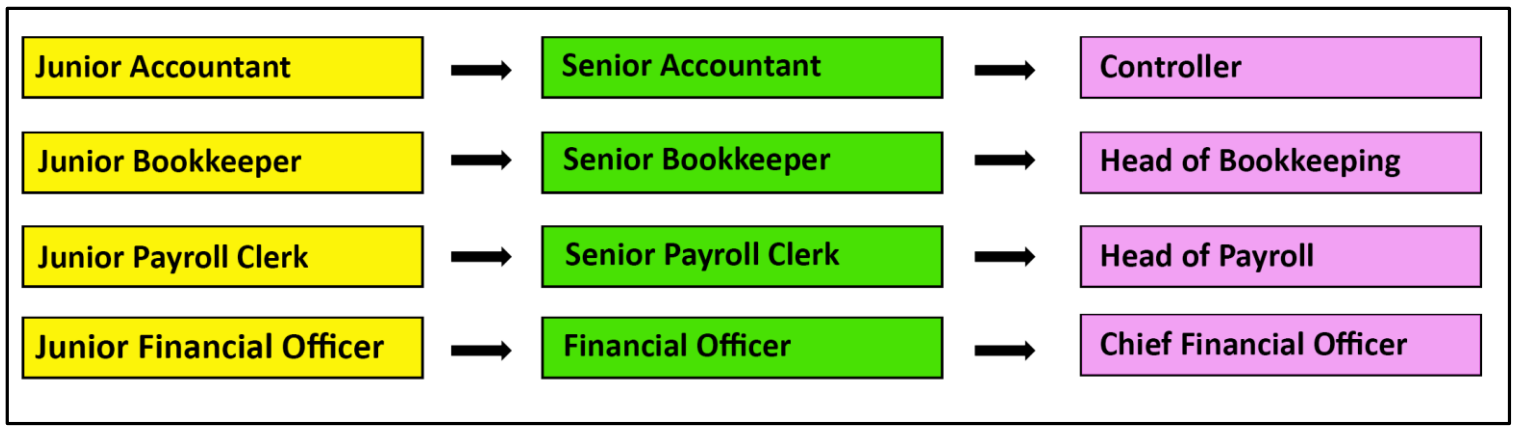
**Study at the speed that works for you** – we will keep motivating and helping you to finish. And if you need a little more time, we will make sure you get that time.

**Great study Notes** - our study notes are developed by experts who really understand Home Study. Just the materials you need, when you need them; and nothing more. We give you help and feedback, and you can re-submit your assignment to get a better mark.

#### Skills Academy History

Skills Academy is part of the Home Study Group, with over 30 years' experience in home study or distance learning. Our team includes people who have been involved in home study for over 25 years. We are accredited by both the ICB (Institute of Certified Bookkeepers), as well as FASSET (the SETA for Finance, Accounting and Management Consulting).

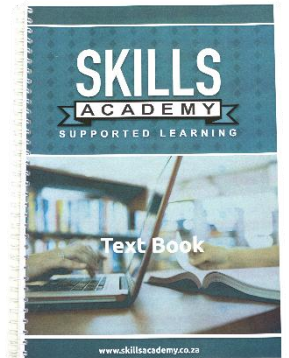
## Financial Accounting Career Path Options



### Course Material

Students will receive the following material with this course:

- Orientation Guide
- Business Literacy Textbook, Solutions Guide and Study Guide
- Bookkeeping to Trial Balance Textbook, Solutions Guide, Study Guide and USB
- Payroll and Monthly SARS Returns Textbook, Solutions Guide, Study Guide and USB
- Computerised Bookkeeping Textbook, Solutions Guide, Study Guide and USB
- Financial Statement Textbook, Solutions Guide, Study Guide and USB
- Cost and Management Accounting Textbook, Solutions Guide, Study Guide and USB



We always have our students at heart so we don't just send you books, we also provide you with worked examples and videos that will assist you - our students - to understand more about the subjects.

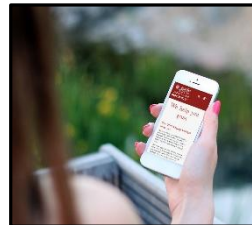
### Career Options

After successfully completing the **Financial Accounting Further Education and Training Certificate in Bookkeeping** certificate, you will automatically qualify to do **National Diploma: Technical Financial Accounting**. You will also be able demonstrate a basic understanding of financial transactions and you will also have a working knowledge of the financial functions of a company

You will be able to apply for job such as:

- Senior Bookkeeper
- Junior Accountant
- Assistant Accountant
- Financial Services Officer
- Credit Controller
- Business Analyst

### TWP Study Groups



Together We Pass is an online study group resource for students. TWP takes the loneliness out of home study by facilitating learning through peer-to-peer study groups, helping you to pass your course easily. TWP offers you these great features:

- Your lecturer is online daily to help you
- 1 Hour response time to your queries
- Resource tab for sharing extra resources
- Chat forum for extra help and support
- Admin and general support
- Discuss assignments and get help with assessments
- Daily emails to let you know what is happening in your study group

Call Skills Academy on 0800 39 00 27 for more info



# CALL SKILLS ACADEMY TODAY!

## 0800 39 00 27