



# 2022/23 PROSPECTUS

## FINANCIAL ACCOUNTING PROGRAM

National Certificate: Bookkeeping | National Diploma:  
Technical Financial Accounting | National Diploma:  
Financial Accounting

## BUSINESS MANAGEMENT PROGRAM

National Certificate: Small Business Financial  
Management | Higher Certificate: Office Administration |  
National Diploma: Technical Financial Accounting

## OFFICE ADMINISTRATION

Certificate: Office Administration | Higher Certificate:  
Office Administration | Diploma: Office Administration

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certificate on successful  
completion of  
every module.

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Get a qualification  
on successful  
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every segment.

### Easy

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write assignments and even  
exams wherever they are.

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pressure, subject to T&Cs.

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on tuition fees.



## FINANCIAL ACCOUNTING

	PROGRAM	DURATION	MODULES	FEES	WHAT CAN MY JOB TITLE BE?
1	<b>NATIONAL CERTIFICATE: BOOKKEEPING</b> NQF L3 (SAQA ID: 58375) Total Credits: 120	Duration: 12 months  Entry Requirements: Grade 10 (Std 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years old.	<ul style="list-style-type: none"> <li>▪ Bookkeeping to Trial Balance (BKTB)</li> <li>▪ Payroll and Monthly SARS Returns (PMSR)</li> <li>▪ Computerised Bookkeeping (CPBK)</li> <li>▪ Business Literacy (BUSL)</li> </ul>	R3 000 R3 000 R3 000 R3 000	<ul style="list-style-type: none"> <li>○ Junior Bookkeeper,</li> <li>○ Accounts Clerk,</li> <li>○ Reconciliation Clerk,</li> <li>○ Payroll Clerk,</li> <li>○ Accounts Payable/Receivable Clerk</li> </ul>
2	<b>FURTHER EDUCATION AND TRAINING CERTIFICATE: BOOKKEEPING</b> NQF L4 (SAQA ID:58376) Total Credits: 13	Duration: 6 months  Entry Requirements: Successful completion of the previous learning areas (1-4) – i.e., hold the National Certificate: Bookkeeping.	<ul style="list-style-type: none"> <li>▪ Financial Statements (FNST)</li> <li>▪ Cost and Management Accounting (CMGT)</li> </ul>	R3 200 R3 000	<ul style="list-style-type: none"> <li>○ Senior Bookkeeper,</li> <li>○ Junior Accountant,</li> <li>○ Assistant Accountant,</li> <li>○ Financial Services Officer,</li> <li>○ Credit Controller,</li> <li>○ Business Analyst</li> </ul>
3	<b>NATIONAL DIPLOMA: TECHNICAL FINANCIAL ACCOUNTING</b> NQF L5 (SAQA ID 36213) Total Credits: 251	Duration: 6 months  Entry Requirements: Successful completion of the previous learning areas (1-6) – i.e., hold the Further Education and Training Certificate: Bookkeeping.	<ul style="list-style-type: none"> <li>▪ Income Tax Returns (ITRT)</li> <li>▪ Business Law and Accounting Control (BLAC)</li> </ul>	R3 000 R3 000	<ul style="list-style-type: none"> <li>○ Technical Financial Accountant</li> <li>○ Financial Manager,</li> <li>○ Financial Services Manager,</li> <li>○ Accounting Technician,</li> <li>○ Tax Technician</li> </ul>

<p>4 <b>NATIONAL DIPLOMA: FINANCIAL ACCOUNTING</b> NQF L6 (SAQA ID 20366) Total Credits: 280</p>	<p><b>Duration:</b> 12 months</p> <p><b>Entry Requirements:</b> Successful completion of the previous learning areas (1-8) – i.e., hold the National Diploma: Technical Financial Accounting NQF L5, or equivalent.</p>	<ul style="list-style-type: none"> <li>▪ Corporate Strategy (CRPS)</li> <li>▪ Management Accounting Control Systems (MACS)</li> <li>▪ Financial Reporting and Regulatory Frameworks (FRRF)</li> <li>▪ Research Theory and Practice (by short dissertation; topic: Financial Accounting)</li> </ul>	<p>R3 400</p> <p>R3 000</p> <p>R3 400</p> <p>R3 400</p>	<ul style="list-style-type: none"> <li>○ Financial Accountant,</li> <li>○ Accounting Officer (via SAIBA, if you meet their criteria),</li> <li>○ Tax Practitioner,</li> <li>○ Tax Consultant,</li> <li>○ Management Accountant,</li> <li>○ Assistant Manager</li> </ul>
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## BUSINESS MANAGEMENT

	PROGRAM	DURATION	MODULES	FEES	WHAT CAN MY JOB TITLE BE?
1	<p><b>NATIONAL CERTIFICATE: SMALL BUSINESS FINANCIAL MANAGEMENT</b> NQF L4 (SAQA ID 48736) Total Credits: 120</p>	<p><b>Duration:</b> 9 months</p> <p><b>Entry Requirements:</b> Grade 11 (Std 9) or equivalent.</p>	<ul style="list-style-type: none"> <li>▪ Business Management 1 (BMT1)</li> <li>▪ Bookkeeping to Trial Balance (BKTB)</li> <li>▪ Business Literacy (BUSL)</li> </ul>	<p>R3 000</p> <p>R3 000</p> <p>R3 000</p>	<ul style="list-style-type: none"> <li>○ Assistant Or Administrator In Human Resources,</li> <li>○ Office Management,</li> <li>○ Legal, Administration,</li> <li>○ Public Relations,</li> <li>○ Marketing, Sales,</li> <li>○ Customer Relations.</li> <li>○ Junior Researcher,</li> <li>○ Junior Analyst, Sales Assistant</li> </ul>
2	<p><b>HIGHER CERTIFICATE: OFFICE ADMINISTRATION</b> NQF L5 (SAQA ID 23619) Total Credits: 240</p>	<p><b>Duration:</b> 15 months</p> <p><b>Entry Requirements:</b> National Certificate: Small Business Financial Management (must include the business management 1 subject)</p>	<ul style="list-style-type: none"> <li>▪ Office and Legal Practice (OLPR)</li> <li>▪ Business Management 2 (BMT2)</li> <li>▪ Marketing Management and Public Relations (MMPR)</li> <li>▪ Financial Statements (FNST)</li> <li>▪ Human Resources Management and Labour Relations (HRLR)</li> </ul>	<p>R3 000</p> <p>R3 200</p> <p>R3 200</p> <p>R3 200</p> <p>R3 400</p>	<ul style="list-style-type: none"> <li>○ Senior Office Administrator,</li> <li>○ Secretary,</li> <li>○ General Office</li> <li>○ Manager,</li> <li>○ Human Resources Manager,</li> <li>○ Labour Relations Manager, Field/Floor/Store/Department Supervisor, Customer Service Manager.</li> </ul>

<p>3 <b>NATIONAL DIPLOMA: TECHNICAL FINANCIAL ACCOUNTING</b> NQF L6 (SAQA ID 20366) Total Credits: 280</p>	<p><b>Duration: 12 months</b></p> <p><b>Entry Requirements:</b> Higher Certificate: Office Administration (must include the Business Management 2 subjects).</p>	<ul style="list-style-type: none"> <li>▪ Office and Legal Practice (OLPR)</li> <li>▪ Business Management 2 (BMT2)</li> <li>▪ Marketing Management and Public Relations (MMPR)</li> <li>▪ Financial Statements (FNST)</li> <li>▪ Human Resources Management and Labour Relations (HRLR).</li> </ul>	<p>R3 000</p> <p>R3 000</p> <p>R3 200</p> <p>R3 200</p> <p>R3 400</p>	<ul style="list-style-type: none"> <li>○ Technical Financial Accountant</li> <li>○ Financial Manager,</li> <li>○ Financial Services Manager,</li> <li>○ Accounting Technician,</li> <li>○ Tax Technician</li> </ul>
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<b>OFFICE ADMINISTRATION</b>				
PROGRAM	DURATION	MODULES	FEES	WHAT CAN MY JOB TITLE BE?
<p>1 <b>CERTIFICATE: OFFICE ADMINISTRATION</b> NQF L5 (SAQA ID 23618) Total Credits: 120</p>	<p><b>Duration: 18 months</b></p> <p><b>Entry Requirements:</b> Grade 12 (Std 10) or equivalent You must be at least 16 years of age No prior accounting knowledge needed.</p>	<ul style="list-style-type: none"> <li>▪ Business and Office Administration 1 (BOA1)</li> <li>▪ Bookkeeping to Trial Balance (BKTB)</li> <li>▪ Business Literacy (BUSL)</li> <li>▪ Marketing Management and Public Relations (MMPR)</li> <li>▪ Business Law and Administrative Practice (BLAP)</li> <li>▪ Cost and Management Accounting (CMGT)</li> </ul>	<p>R3 000</p> <p>R3 000</p> <p>R3 000</p> <p>R3 000</p> <p>R3 000</p>	<ul style="list-style-type: none"> <li>○ Junior Office</li> <li>○ Administrator,</li> <li>○ Receptionist,</li> <li>○ Office Assistant,</li> <li>○ Public Relations Officer,</li> <li>○ Marketing Administrator</li> </ul>
<p>2 <b>HIGHER CERTIFICATE: OFFICE ADMINISTRATION</b> NQF L5 (SAQA ID 23619) Total Credits: 240</p>	<p><b>Duration: 9 months</b></p> <p><b>Entry Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Certificate: Office Administration NQF L5, which consists of the previous six learning areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business and Office Administration 2 (BOA2)</li> <li>▪ Human Resources Management and Labour Relations (HRLR)</li> <li>▪ Economics (ECON)</li> </ul>	<p>R3 000</p> <p>R3 400</p> <p>R3 200</p>	<ul style="list-style-type: none"> <li>○ Senior Office Administrator,</li> <li>○ Secretary,</li> <li>○ General Office Manager,</li> <li>○ Human Resources Administrator,</li> <li>○ Labour Relations Administrator</li> </ul>

<p>3 <b>DIPLOMA: OFFICE ADMINISTRATION</b>  <b>NQF L6 (SAQA ID 35958)</b>  <b>Total Credits: 360</b></p>	<p><b>Duration: 9 months</b></p> <p><b>Entry Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Higher Certificate: Office Administration, which consists of the previous 9 subjects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business and Office Administration 3 (BOA3)</li> <li>▪ Financial Statements (FNST)</li> <li>▪ Management (MGMT)</li> </ul>	<p>R3 000</p> <p>R3 200</p> <p>R3 400</p>	<ul style="list-style-type: none"> <li>○ Office Manager,</li> <li>○ Public Relations Manager, Administrative Manager</li> </ul>
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