



Change the World

Unit for Continuing Education



For more information contact:
041-504 3803
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Course Fee

R6200

Course Date

To be confirmed

Course Duration

This course is offered over a period of three weeks. i.e. every Monday and Wednesday evening

Time

17:30 – 20:30

Full payment before course commences confirms your booking

Payment can be made at cashiers or EFT

Standard Bank – Gqeberha

Branch Code: 050417

Account No: 080263011

Reference No: 2906 - 4120 (your surname)

Nelson Mandela University students applying for this course must ensure that their student account is settled.



Cancellations/Refunds

Course fees are not refundable unless cancellation has been made at least seven days prior to course commencement.

A 30% admin/cancellation fee is levied.

If the course is fully booked or cancelled by the Nelson Mandela University, a full refund of fees will be made.

PLEASE NOTE:

Proof of payment to be forwarded to Aadiela.Abrahams@mandela.ac.za

Deadline for applications and payment is at least two weeks prior to the commencement of the course (Mrs Aadiela Abrahams will confirm this with all applicants)

This SLP will only commence should the minimum number of attendees is reached.

COURSE OBJECTIVE

To familiarize participants with the accounting system, and to provide the knowledge and skills to keep a set of books up to trial balance.

TARGET PARTICIPANTS

Financial functionaries or potential financial functionaries

COURSE CONTENT

- The accounting equation
- The double entry system
- Subsidiary journals
- Cash receipts journal
- Cash payments journal
- Sales and sales returns journal
- Purchases and purchases returns journal
- General journal
- Petty Cash journal
- Posting to ledgers and balancing of accounts
- Drawing up a trial balance
- Bank Reconciliation
- VAT (Value Added Tax)

