



Fact Sheet

Bookkeeper
(Evening Classes)



Bookkeeper (Evening Classes)

FACULTY OF BUSINESS AND MANAGEMENT

Occupational Studies: 2024 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Occupational Certificate - Bookkeeper	98959	272	5

Programme description

Designed with you in mind, this qualification opens doors to exciting opportunities in finance. Dive deep into the world of bookkeeping, mastering essential techniques and tools. From analysing financial data to preparing insightful reports, you'll be equipped to thrive in diverse finance roles.

The Occupational Certificate: Bookkeeper programme is meticulously crafted to address the unique demands within the financial management sector, particularly focusing on proficient bookkeeping practices. Tailored to equip students with the essential skills and knowledge, this qualification serves as a gateway to employment opportunities in various finance-related roles across diverse sectors and industries. Integrating theoretical foundations, practical applications, and hands-on experience, the programme delves into the intricacies of accounting, enabling students to comprehend and effectively utilize financial data. Upon completion, students will adeptly prepare accounting statements, conduct thorough analyses, interpret findings, and articulate insightful reports on an organization's financial performance.

Admission requirements

- ▶ Occupational Certificate - Financial Administration Clerk

Mode of study | Duration

Evening Classes (part time): 12 Months, (2 x evening classes per week, 18:00 - 21:00, Mon & Wed or Tues & Thurs as well as 2 x Saturday classes per month)

Distance Learning (self study): 12 Months

This is a self-study programme. However, students will be privileged to attend tutorial classes twice a month from 9 am – 4 pm (Optional).

Programme outline

- ▶ Accounting Information Systems
- ▶ End User Computing
- ▶ Book Keeping Practice
- ▶ Financial Accounting
- ▶ Taxation
- ▶ Costing and Management
- ▶ Business Communication
- ▶ Business Calculations, Project Management

Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions. All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked with the Campus Operational Manager. Students will be expected to attend the practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

Textbooks and e-guides

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. Refer to the [Device Specifications and Stationery List](#) document for more information.

Technology hardware, software and data requirements

Because CTU is embracing the future of education - education beyond the classroom - it is compulsory for students to have their own laptop with the necessary specifications to speed up their journey to success.

Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

Certification

On successful completion and verification by the Quality Assurance Partner of the programme, the student will receive a Certificate: Information Technology: Database Development by the QAP MICT. Note that the process of issuing a Certificate might take up to three years to be finalised.

International certifications

- ▶ Pastel
- ▶ MS Excel
- ▶ MS Word

Career fields

Students can be employed in the following career fields:

- ▶ Accounting Clerk
- ▶ Financial Administrator
- ▶ Accounting Administrator
- ▶ Credit Controller
- ▶ Financial Administration Clerk
- ▶ Payroll Administrator
- ▶ Senior Bookkeeper
- ▶ Debtors Clerk
- ▶ Creditors Clerk

What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

Pricing*

Programme	Registration fees	Tuition fee
Bookkeeper	R9 000	R55 000

* Excludes external fees and identified textbooks if applicable.

Payment

Visit our website to view the payment method.

[Payment Methods.](#)

APPLY for Student Loan [HERE!](#)

Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. Creative & Technology Universitas, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

* Please note the original signed copy should be kept on the student record file.

CONTACT US

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