



Short Learning Programme

IIE BOOKKEEPING AND FUNDAMENTALS OF ACCOUNTING SHORT LEARNING PROGRAMME (Contact Part-time)

INTRODUCTION

This module assumes a basic knowledge of bookkeeping and accounting. It is assumed that students already know how to record basic transactions in journals and ledgers and how to complete the monthly cycle (excluding reconciliations) up to trial balance.

The module commences with interim accounting concepts involving reconciliations. This is the one link in the monthly bookkeeping cycle that was not covered in Bookkeeping 1A.

WHO SHOULD ATTEND

- Students who wish to learn how to apply bookkeeping principles, processes and systems in a business environment.

ENTRANCE REQUIREMENTS

Students should meet the following requirements:

- Be proficient in English.
- Must be able to prepare for lectures and engage in self-directed study outside the classroom and be prepared for dynamic discussion in the classroom.

DURATION

Lectures are conducted on a Saturday or weekday evening for three hours over 12 weeks.

PROGRAMME EVALUATION

The modules consist of three formatives (two tests and an ICE task) and one examination.

PROGRAMME OVERVIEW

The SLP aims to provide students with the foundational knowledge and practical skills required to perform the basic accounting and bookkeeping procedures required in a business environment.

PROGRAMME CONTENT

This SLP covers the following topics:

- Bank Reconciliation
- Debtors (accounts receivable) and Creditors (accounts payable)
- Supplier and General Ledger Reconciliations
- Introduction to Year-end Procedures
- Depreciable Assets
- Financial Statements of the Sole Trader

What is The Teaching and Learning Strategy of The IIE's Varsity College, and how will it help prepare me for the 21st century working world?

At The IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VCBlend.

This blended-learning strategy extends learning beyond the confines of the classroom and creates opportunities for our students to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of a learning management system (LMS) and the online learning materials that have been developed to underpin our teaching strategy.

The Blended Learning environment is such that it encourages and promotes independent study, research, and online engagement, both in and outside of the classroom. To this effect The IIE's Varsity College supports this learning environment by promoting campus environments that will enable such learning, and by encouraging students to BYOT (Bring Your Own Technology) so as to develop the necessary academic and digital literacies over the duration of this qualification.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

CERTIFICATION

The Bookkeeping and fundamentals of accounting programme is an SLP certified by The Independent Institute of Education (The IIE). Students enrolled for this SLP can submit an application for academic credit upon completion, to be exempt from the equivalent *full qualification module when registering for the IIE's programmes.

- Higher Certificate in Bookkeeping (exempt from Bookkeeping 1B) *

All SLPs have been specially designed for working adults. These SLPs differ from The IIE full qualifications available through Varsity College, which are registered on the National Qualifications Framework (NQF). Before registration, students must therefore ensure that the programme selected best suits their individual learning and workplace objectives.

BRITISH ACCREDITATION COUNCIL

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an Independent Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an Independent Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE's Varsity College students can be confident that their IIE learning experience meets international best practice standards.

Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.