



Further Education and Training Certificate: Bookkeeping

Overview:

The Bookkeeping Further Education and Training Certificate comprises of the following: 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. This programme will provide the skills required being a Senior Bookkeeper, Junior Accountant, Assistant Accountant, Financial Services Officer, Credit Controller, and Business Analyst.

Duration:

6 months

Outline:

- Financial Statements (FNST)
- Cost and Management Accounting (CMGT)

Admission Requirements:

- Successful completion of the previous learning areas (1-4) - i.e. hold the National Certificate: Bookkeeping

Qualifications:

We put high priority in ensuring that the relevant accreditations are met and maintained. On completion the student will earn the following:

- JFa² Technical Training Institution Certificate with a training report showing what was covered during the course.
- ICB certificate on QCTO curriculum (SAQA ID 58376 - 130 credits NQF4)



Learning Methods & Delivery:

- All our training is delivered in a practical workshop environment. We have state of the art campus build and constructed as a virtual workplace environment where learners not only learn theory in class rooms but also practically learn, apply, practise and demonstrate their newly acquired skills. This is experiential training at its best.
- Referral and assistance to a trade test centre.
- A free revision period prior to the external examination.

For additional information please contact info@jfa2training.co.za