

SHORT & CERTIFICATE COURSES

WITS PLUS

FINANCIAL ACCOUNTING

Join Wits Plus and study towards a certificate course in *Financial Accounting*.

The programme is offered over a one-year period, starting in February at the University of the Witwatersrand, Braamfontein Campus West, under the guidance of highly qualified specialist lecturers.

The course is limited to 35 participants, and a minimum registration of 10 participants is needed to offer the course.

T +27 11 717 9503 / 9511 / 9519
E shortcourses.witsplus@wits.ac.za
W www.wits.ac.za/part-time

OBJECTIVES OF THE COURSE

This course aims to provide bookkeepers and junior employees in corporations with the necessary competence to process journals into a trial balance and generate financial reports.

PROJECTED OUTCOMES

After successful completion of this course participants should be able to:

- Post journal entries into subsidiary ledgers and a general ledger using debits and credits;
- Extract a trial balance from the general ledger and make closing adjustments;
- Generate an income statement and balance sheet from the trial balance;
- Understand and apply the equity accounts of Sole proprietors, Partnerships, Close Corporations, Limited companies;
- Interpret financial statements using ratio analysis;
- Prepare a cash flow in the format prescribed by International Financial Reporting Standards.

COURSE CONTENT

- Accounting equation and debits and credits in relation to this.
- Processing journals into subsidiary ledgers and the general ledger.
- Extract a trial balance and prepare financial reports from this.
- Value added tax and the impact on bookkeeping.
- Legal entities – sole proprietors, partnerships, close corporations, and limited companies.
- Ratio analysis of income statement and balance sheet.
- Cash flow.

TARGET AUDIENCE

This course is aimed at participants who need a knowledge of basic financial accounting. It is aimed at individuals without a previous degree and who would not be interested in or qualify to register for a formal BCom degree. It will also provide current participants in the Basic Business Accounting course with a 'step-up' course.

METHOD OF ASSESSMENT

Tests, assignment and a three hour examination.

COMMENCEMENT DATE

Full year course:

February: Wednesdays 17:30 – 19:30

ENTRY REQUIREMENTS

Participants should hold a matriculation certificate, be fluent in English and have three to five years working experience. If you matriculated before 2008: Maths HG or SG with at least a D symbol. If you matriculated after 2008: Mathematics with an NSC rating of at least 3 (40% - 49%). Maths Literacy will also be accepted.

FEES

R12 400, which excludes the prescribed textbook.

METHOD OF PAYMENT

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring your original proof of payment to Registration day, dates will be provided on your acceptance letter.

CANCELLATION OF A COURSE

Wits Plus courses offered over one year:

- Cancellation in the beginning of the year before commencement of lectures will result in an administration fee of 15% of the course fee for Semester 1 regardless of the reason.
- Cancellation in Semester 1 after commencement of the course will result in liability 50% of the course fees regardless of the reason.
- Cancellation in Semester 2 after commencement of classes will result in liability for the full amount of the course fees regardless of the reason.
- Students who do not meet the requirements to continue in the second half of a year course will be refunded all course fees paid in advance for that semester. ICAM and parking disc fees are not refundable.

VISITORS ACCESS

All short course participants are issued with a Visitors Access Card at a cost of ± R140. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on Braamfontein Campus West.

WHO IS THE LECTURER?

This course will be taught by a subject matter expert.

APPLICATIONS

Applications should be accompanied by a brief CV (3 pages maximum); matric certificate, university academic/tertiary level study record if applicable.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.