

FACULTY OF FINANCE

Skills Certificate:
Bookkeeping



This skills course introduces you to bookkeeping and accounting and equips you with basic knowledge and skills in these subjects.

Studying this course may be a good option if:

- You're working in an administrative role, and you want to enhance your skill set.
- You didn't take Accounting at school, and you're trying to decide whether a career in bookkeeping or accounting may be the right choice for you.
- You're planning to start (or have already started) your own business, and you want to develop your basic financial skills.

Course code:

CER4011-04

Accreditation status:

- This is a non-credit-bearing Short Learning Programme.

Duration:

12 months

Entry requirements:

- None

Topics covered:

- Accounting 101
- Accounting 201
- Entrepreneurs and Business Management
- Payroll and Monthly SARS

CONTACT DETAILS

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