



Information Sheet

Short Programme ICB Bookkeeping to Trial Balance

About the Short Programme

This course forms the foundation of your accounting knowledge. It assumes no knowledge of bookkeeping and teaches the student to prepare the books of account from source documents to the subsidiary journals to the general and subsidiary ledgers, trial balance, and the bank and creditors reconciliations.

Who should attend this Programme?

- Looking to become a bookkeeper
- Entry into the financial environment
- Small business owner who wants to do his/her own books

Admission Requirements.

- You must be at least 16 years old.
- Proficiency in English.

Programme Outline

- An introduction to business, bookkeeping and accounting
- Value Added Tax and source documents
- Recording cash transactions
- Recording credit and sundry transactions
- Inventory systems
- Individual accounts for debtors, creditors and suppliers
- General ledger reconciliation
- Bank reconciliation process
- Drafting financial statements

Career Possibilities

- Junior Bookkeeper
- Reconciliation Clerk

Duration

The programme duration is 48 hours and the tuition is face-to-face. Each Centurion Academy campus has a different tuition schedule. Programmes are offered during the week, in the evenings, or on Saturdays. Please enquire at your nearest campus.

Certification

Upon successful completion of the short programme, the student will receive a **Short Programme Certificate in Bookkeeping to Trial Balance** (non-credit bearing) from Centurion Academy.

Further studies

Students can enrol for the National Certificate in Bookkeeping NQF L3 (SAQA ID 58375)

