

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
HIGHER CERTIFICATE IN ACCOUNTING	5	121159	136

DESCRIPTION

The purpose of this qualification is to provide entry into the field of Accounting. This qualification will equip students with accounting skills to work at entry level in a business and industry particularly to develop a conceptual and procedural knowledge base of the context and strategies relevant to basic financial and cost accounting processes and to understand the importance of the correct and accurate application of appropriate accounting principles and theory. Students will acquire the requisite knowledge and skills to operate in any commercial, governmental or non-profit organization. The qualification provides students who are already employed or wish to find employment, with the knowledge of the principles, concepts and techniques that underlie the disciplines necessary for effective financial management of the business system. The qualification will improve the student's efficiency and effectiveness, which are key components in a general business environment for ensuring that the organisation runs smoothly. This contributes to higher productivity and improved service delivery.

A qualifying student will be a well-rounded practitioner with foundational technical skills in accounting, auditing, taxation, management and administration. The curriculum ensures a high degree of portability and enable students to enter multiple job roles and careers in their quest to meet individual and organisational requirements. The Higher certificate emphasizes using Accounting in various business and organizational context. The successful student will develop a foundational knowledge and requisite competencies in Accounting and related fields, which can be applied to the business environment. Students will obtain exposure to communication, information systems, management, auditing, taxation, law, economics, administration and accounting. Training for this programme is both theoretical and practical. It allows students to grasp fundamental knowledge in the workings of various Accounting methods, approaches and tools in the modern work environment.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Assistant Accountant.
- Auditing Assistant.
- Accounts Receivable Administrator.
- Accounts Payable Administrator.
- Bookkeeper to Trial Balance.
- Computerized Bookkeeper.
- Management Trainee.
- Payroll and Monthly South African Revenue Service (SARS) Returns Administrator.
- Junior Cost Accountant.
- Junior Credit Analyst.
- Junior Tax Accountant.

PROGRAMME OUTLINE

1 Year

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
1st Year semester -1				1st Year semester -2			
Economics	ECON11500	12	5	Auditing	AUDIT12500	12	5
Business Communication	BCOM11500	16	5	Taxation	TAXAT12500	12	5
Business Management Fundamentals	BMANF11500	16	5	End User Computing	EUCOM11500	10	5
Financial Accounting	FNACC12500	16	5	Business Law	BLAW11500	10	5
Cost and Management Accounting	CMAACC12500	16	5	Accounting Practice	ACCPRC12500	16	5
Total		76		Total		60	

All modules are compulsory.



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TYPE OF PROGRAMME

The programme duration is 1 year on a full-time basis, or 2 years on a part-time basis. Tuition is face to face and is scheduled per campus. Programmes are offered during the week on a full-time and part-time basis. Part-time tuition is scheduled as per the stipulated planner.

ADMISSION REQUIREMENTS

The minimum entry requirement for the Higher Certificate in Accounting is the following:

- A National Senior Certificate (NSC) with a Higher Certificate endorsement

LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your campus. Students will receive electronic versions of the study guides for this programme.

PRICING

Enquire at the Berea College of Technology campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

All Examinations are set by Berea College of Technology.

CERTIFICATION

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Accounting.

ARTICULATION

The successful student would have obtained sufficient credit to further their studies at other institutions permitting them. Students can further their learning both horizontally, diagonally and vertically.

Vertical articulation may be pursued at other public and private institutions, for example to Diploma in Accounting offered at BCT or the Diploma in Accounting offered at INTEC or PIHE, the Diploma in Accounting Sciences offered at UNISA or the Diploma in Accounting or Diploma in Management Accounting or Diploma in Taxation offered at Durban University of Technology.

Horizontal articulation may be pursued at other public and private institutions, for example to the Higher Certificate in Operations Management or the Higher Certificate in Project Management or other Higher certificates offered at BCT, or the Diploma in Business Accounting offered by the IIE or the Higher Certificate in Financial Planning offered at Durban University of Technology or other Higher Certificate qualifications in Management and related fields.

Diagonal articulation may be pursued at other public and private institutions, for example to the Diploma in Human Resource Management or Diploma in Relations offered at BCT or the Diploma in Operations Management offered at CPUT, TUT or NMMU, or Damelin or the Diploma in Management Sciences offered at Durban University of Technology or other Higher Certificate qualifications in Management, Administration and related fields. This qualification may articulate diagonally to other qualifications at NQF Level 6. (for example Diploma and Bachelor's degrees in education and management offered at BCT and other public and private Higher Education providers).

FURTHER STUDIES

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.



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DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea College of Technology control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea College of Technology will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.

