Bookkeeping

Damelin correspondence
The Career Development College

Enrol • Qualify • Achieve
With one of the most employer recognised colleges
Programme Types offered at Damelin Correspondence College

Programme Types offered at Damelin Correspondence College (DCC)

1. National Qualifications are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a National qualification.

2. Agent Programmes are programmes for which Damelin Correspondence College offers tuition, but where DCC does not issue the final certificate. The Agent Body issues the final certificate and manages the final examinations.

3. Damelin Correspondence College Programmes are DCC’s own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the Damelin Correspondence College Academic Board.

Damelin Correspondence College Programmes fall into four categories:

- **Damelin Correspondence College Career Programmes** are DCC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

- **Damelin Correspondence College Continuous Professional Development (CPD) Short Courses** are courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

- **Damelin Correspondence College Orientation Programmes** are short courses that introduce you to a particular field or career and that offer you the opportunity to explore an interest or skills set without having to enrol on a full programme.

- **Damelin Correspondence College Self-Employment Programmes** are designed to refine your skills in a particular field of interest; to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business.
Like to work with numbers? Want to follow a career in Bookkeeping?

No matter what industry you look at, they have one thing in common - they all need bookkeepers. So, whether you dream of working in the finance department of a blue-chip company or you see yourself flying solo and contracting out your specialized bookkeeping skills to other small businesses, Damelin Correspondence College's qualifications will help you reach your goal.
Accounting Certification Programme (ACP)

The ACP takes you through 12 learning areas (subjects) and successive levels of bookkeeping and accounting. You can progress from a Certified Junior Bookkeeper up to a Certified Financial Accountant.

ICB graduates are recognised by the International Association of Bookkeepers, the Southern African Institute of Business Accountants, the South African Institute of Tax Practitioners, the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA). If you graduate through the ICB’s Accounting Certification Programme (ACP) you can study further to become a chartered certified accountant, through the ACCA or become a management accountant through the CIMA.

The ICB also has close links with the South African Institute of Tax Practitioners (SAIT), which looks after the interests of tax practitioners and specialists. The ICB also works closely with the people at Pastel Accounting and Pastel Payroll, whose universally popular software is available free to all ICB Junior Bookkeepers. Plus if you’re an appropriately qualified ICB member, you may register with the Southern African Institute of Business Accountants (SAIBA) as an accounting officer for close corporations.

THE ACCOUNTING CERTIFICATION PATH

Certified Junior Bookkeeper

Certified Senior Bookkeeper

Certified Technical Financial Accountant

Certified Financial Accountant

ICB CONTACT DETAILS
The Institute of Certified Bookkeepers Ltd
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River Park
Liesbeek Parkway
Mowbray 7700

Tel: +27 21 659 1300
Fax: +27 21 659 13001
E-mail: enquiries@icb.org.za
Web: www.icb.org.za
ICB Membership Designation: CJBlcb (SA)
Title with ICB Designation: Certified Junior Bookkeeper

Programme Type
The National Certificate: Bookkeeping is a National Qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

Entrance Requirements
Grade 10 (Std. 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years of age.

Subjects / Learning areas
• Business Literacy
• Bookkeeping to Trial Balance
• Payroll and Monthly SARS Returns
• Computerised Bookkeeping*
*You will need access to a PC or a laptop for this subject.

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are also required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership and exam fees.

Award
When you have successfully passed your exams on each learning area, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your National Certificate: Bookkeeping will be issued to you by the ICB.
Further Education and Training Certificate: Bookkeeping
NQF L4 SAQA ID 58376

ICB Membership Designation: CSBib (SA)
Title with ICB Designation: Certified Senior Bookkeeper

Programme Type
The Further Education and Training Certificate: Bookkeeping is a National Qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

Entrance Requirements
Grade 10 (Std. 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years of age. Exemption will be granted on previous subjects/learning areas completed.

Subjects / Learning Areas
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping*
- Business Literacy
- Financial Statements
- Cost and Management Accounting
*You will need access to a PC or a laptop for this subject.

Course Duration
You should be able to complete this course within 18 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are also required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.

Award
When you have successfully passed your exams on each learning area, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your Further Education and Training Certificate: Bookkeeping will be issued to you by the ICB.
National Diploma: Technical Financial Accounting
NQF L5 SAQA ID 36213

ICB Membership Designation: CTFAIcb (SA)
Title with Designation: Certified Technical Financial Accountant

Programme Type
The National Diploma: Technical Financial Accounting is a National Qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

Entrance Requirement
Grade 10 (Std. 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years of age. Exemption will be granted on previous subjects/learning completed.

Subjects / Learning areas
• Bookkeeping to Trial Balance
• Payroll and Monthly SARS Returns
• Computerised Bookkeeping*
• Business Literacy
• Financial Statements
• Cost and Management Accounting
• Income Tax Returns
• Business Law and Accounting Control
*You will need access to a PC or a laptop for this subject.

Course Duration
You should be able to complete this course within 24 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are also required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.

Award
When you have successfully passed your exams on each learning area, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your National Diploma: Technical Financial Accounting will be issued to you by the ICB.
ICB Membership Designation: CFAlcb (SA)
Title with ICB Designation: Certified Financial Accountant

Programme Type
The National Diploma: Financial Accounting is a National Qualification, accredited by FASSET SETA, through the ICB. The ICB is a quality assurance partner of FASSET SETA.

Entrance Requirement
Grade 10 (Std. 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years of age. Exemption will be granted on previous subjects/learning areas completed.

Subjects / Learning areas
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping*
- Business Literacy
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control
- Corporate Strategy
- Management Accounting and Control Systems
- Financial Reporting and Regulatory Frameworks
- Accounting Theory and Practice
*You will need access to a PC or a laptop for this subject.

Course Duration
You should be able to complete this course within 36 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are also required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you after you have registered for your exams with the ICB. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.
**Award**

When you have successfully passed your exams on each learning area, the ICB will award you with an Achievement Certificate indicating your result. On successful completion of all learning areas in this qualification, your details will be uploaded onto the FASSET SETA database and your National Diploma: Financial Accounting will be issued to you by the ICB.
Programme Types
Skills Programmes are subjects offered individually and could build up to a National Qualification.

Course Duration
You should be able to complete each skills programme within 12 months.

Assessment and Exam Information
You are required to register directly with the ICB for exams. You are also required to submit assignments to the ICB for marking and pass them successfully. The assignments are in the form of a Portfolio of Evidence (POE) and will be sent by the ICB to you. Exams are written in February, May, August and November. Please contact the ICB for further information on membership and exam registration. Please note that your enrolment with Damelin Correspondence College does not include membership or exam fees.

Award
When you have successfully passed the exams on your chosen learning area, the ICB will award you with an Achievement Certificate indicating your result.

1) Bookkeeping to Trial Balance Skills Programme
This skills programme introduces you to source documents, the rules of double entry, subsidiary journals, the general ledger, bookkeeping for the different inventory systems and bank and creditors reconciliations. The programme will provide skills for the Accounts Clerk (the individual that processes monthly financial transactions) and the Debtors and Creditors Clerk functions.

Entrance Requirements
Grade 10 (Std. 8) or equivalent. You must be at least 16 years of age.

2) Payroll and Monthly SARS Returns Skills Programme
This skills programme will introduce you to payroll and the Basic Conditions of Employment Act as well as basic business ethics. You will be able to complete the payroll function from the bookkeeping perspective. You will be able to complete the
SARS payroll returns (EMP201, IRP 5, IT3a, and IRP501), and the VAT201 return.

**Entrance Requirements**
Grade 10 (Std. 8) or equivalent. You must be at least 16 years of age.

3) **Computerised Bookkeeping Skills Programme***
It is essential that the Junior Bookkeeper be able to complete the monthly bookkeeping function on a computer. You must demonstrate this competence in Microsoft Excel and Pastel Accounting. You are required to submit an assignment completed in both Excel and Pastel.

**Entrance Requirements**
Grade 10 (Std. 8) or equivalent. You must be at least 16 years of age. Computer Literacy is essential.

*You will need access to a PC or a laptop for this skills programme.

4) **Financial Statements Skills Programme**
This learning area provides skills for the Senior Bookkeeper. It incorporates depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorship, partnerships, close corporations and companies. It includes a comprehensive study of cash flow statements.

**Entrance Requirements**
Grade 12 (Std. 10) with Accounting, or Skills Programmes in Bookkeeping to Trial Balance and Payroll and Monthly SARS Returns.

5) **Cost and Management Accounting Skills Programme**
This programme completes the skills necessary for a Senior Bookkeeper. You are introduced to the accounting for a manufacturing concern, break-even analysis, cost-volume-profit analysis, budgeting and standard costing, financial management and business ethics.

**Entrance Requirements**
Grade 12 (Std. 10) with Accounting, or Skills Programmes in Bookkeeping to Trial Balance and Payroll and Monthly SARS Returns.
6) Income Tax Returns Skills Programme
This programme involves a thorough study of taxation. You will be able to compute taxable income and tax payable for individuals and businesses, submit tax returns, acquire a working knowledge of estate duty and provide taxation planning advice to clients.

**Entrance Requirements**
Grade 12 (Std. 10) with Accounting, or Skills Programmes in Bookkeeping to Trial Balance and Payroll and Monthly SARS Returns.

7) Business Law and Accounting Control Skills Programme
This skills programme will teach you basic contract law, insolvency law, estate planning, internal auditing and computer auditing.

**Entrance Requirements**
Grade 12 (Std. 10) with Accounting, or Skills Programmes in Bookkeeping to Trial Balance and Payroll and Monthly SARS Returns.

8) Business Literacy Skills Programme
This skills programme is designed to equip you with the basic numerical and communication skills required to operate effectively in business.

**Entrance Requirements**
Grade 10 (Std. 8) or equivalent.

9) Essential Business Finance Skills Programme
This skills programme is designed to equip you with the basic financial skills which will support any managerial role and allow you to manage the finances of a small or medium sized business using your basic skills in accounting, reporting, finance and costing.

**Entrance Requirements**
Grade 11 (Std. 9) or equivalent.
Course Overview
Bookkeeping remains one of South Africa’s most sought after fields of interest, ranging over a number of subfields. This introduction to bookkeeping gives you all the knowledge and skills you require to get a head start in a fulfilling career in a number of bookkeeping fields.

Programme Type
The Damelin Correspondence College Bookkeeping I Short Course Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience (3 years). Accounting knowledge up to the level of Trial Balance is essential.

Course Content
- Bookkeeping and Accounting I

Topics Covered
- The petty cash book
- Control accounts
- Creditors
- Bills of exchange
- Reconciliation of bank accounts
- Annual financial statements
- Year-end adjustments

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
All assignments are optional, but you are required to write and pass 1 formal exam. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Bookkeeping I Short Course Certificate.

*Non-credit bearing/Not aligned to NQF
Course Overview
After completing this Short Course, you will be able to compile and interpret financial statements by applying the basic principles of accounting.

Programme Type
The Damelin Correspondence College Bookkeeping II Short Course Certificate is a DCC Continuous Professional Development (CPD) Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience (3 years). Accounting knowledge up to the level of Trial Balance is essential.

Course Content
• Bookkeeping and Accounting II

Topics Covered
• Insurance claims
• Investment accounts
• Consolidated group statements
• Consolidated financial statements
• Valuating shares, business and leases
• Presenting information to management
• Year-end adjustments

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
All assignments are optional, but you are required to write and pass 1 formal exam. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Bookkeeping II Short Course Certificate.

*Non-credit bearing/Not aligned to NQF
Damelin Correspondence College Bookkeeping with Pastel Diploma

Course Overview
With more and more entrepreneurs starting businesses across the country every year, the need for bookkeepers is constantly increasing. If you would like to take on the bookkeeping responsibilities in a business or outsource your skills to more than one business, this Diploma will pave the way.

Programme Type
The Damelin Correspondence College Bookkeeping with Pastel Diploma is a DCC Self-Employment Programme, that is approved by the DCC Academic Board.*

Entrance Requirements
• Grade 10 (Std. 8) or equivalent, or relevant work experience (3 years).
• Accounting knowledge up to the level of Trial Balance is essential.
• You should be computer literate and have access to a PC or a laptop.

Course Content
• Bookkeeping and Accounting I
• Bookkeeping and Accounting II
• Bookkeeping and Accounting III
• Pastel Partner v.11*
• Start Your Own Small Business*
*These subjects are non-examinable.

Topics Covered
• Petty cash books
• Bills of exchange
• Annual financial statements
• Year-end adjustments
• Investment accounts
• Insurance claims
• Pastel Partner v.11
• Consolidated financial statements
• Consolidated group statements
• Presenting information to management
• Valuating shares, businesses and leases

*Non-credit bearing/Not aligned to NQF
Course Duration
You should be able to complete this course within 24 months.

Assessment and Exam Information
You are required to submit assignments for the non-examinable subjects to the College for marking and pass them successfully. You are also required to write and pass 3 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award
On successful completion of this course, you will receive your Damelin Correspondence College Bookkeeping with Pastel Diploma.

Computer Requirements
You must have access to a PC or a laptop with the following specifications:
• Pentium III processor
• 130 to 256MB RAM
• CD-ROM drive
• 16-bit sound card
• A Super VGA display monitor
• 4.5 Gig HDD space
• Windows Operating System 2000/XP
• Microsoft Office 2000/XP (optional)

The education version of Pastel Partner v.11 is yours to keep on completion of this course.
Pastel Accounting Short Course Certificate

Course Overview
Pastel is one of the most widely used and efficient bookkeeping packages on the international market. Adding a Pastel qualification to your CV will ensure that you attract the attention of prospective employers, as you’ll bring valuable knowledge to any company.

Alternatively, if you are interested in running your own business and taking responsibility for your own finances, an introduction to Pastel Accounting is just what you need to get you going.

Programme Type
The Pastel Accounting Short Course Certificate is an Agent Programme.

Entrance Requirement
Grade 10 (Std. 8) or equivalent, or relevant work experience.

Course Content
• Pastel Partner v.11

Topics Covered
• Creating and maintaining an inventory of items
• Managing the general ledger and the customer and supplier accounts
• Month-end procedures
• Inventory counts
• Bank reconciliations
• Printing all associated reports

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
You will need to write and pass 1 formal exam with Pastel. Please make arrangements for your exam with Pastel.

Please note that your exam fee is not included in your tuition fee. Please go to www.pastel.co.za to find your nearest Pastel Authorised testing centre.

Award
On successful completion of this course, you will receive a Certificate of Completion from Pastel.
Computer Requirements
You must have access to a PC or a laptop with the following specifications:

• Pentium III processor
• 128 to 256MB RAM
• CD-ROM drive
• 16-bit sound card
• A Super VGA display monitor
• 4.5 Gig HDD space
• Windows Operating System 2000/XP
• Microsoft Office 2000/XP (optional)

The education version of Pastel Partner v.11 is yours to keep on completion of this course.
Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling for a Damelin Correspondence College Bookkeeping course today!

Why study with Damelin Correspondence College?
- Quality study material designed specifically for home-study.
- The freedom to study at YOUR own pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with Damelin Correspondence College's career counselling and development specialists.
- Free study choice advice from Damelin Correspondence College's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and attention from qualified tutors.

Umalusi Accreditation
Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za.

Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following Provisional Accreditation No.: FET 00475 PA.

DHET Registration
Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014. Provisional Registration No. 2008/FE07/037 - see www.dhet.gov.za.

For further information please refer to our website: www.dcc.edu.za. Damelin Correspondence College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Willem Louw
Damelin Correspondence College General Manager