

SHORT & CERTIFICATE COURSES

WITS PLUS

BUSINESS ACCOUNTING WITH PASTEL

Join us on the Wits Campus for evening classes for **Business Accounting with Pastel** over 28 weeks.

The course is presented in lecture and tutorial format. You will be guided through the programme by an accounting specialist lecturer.

TARGET AUDIENCE

Intended for people who need to understand accounting practices or who work in the accounting environment, the course will benefit anyone who wants to ask the appropriate questions of the professional accountant.

Employees in small or medium enterprises, trade unions, NGOs and those at entry level in large corporations, will benefit.

The course is limited to 40 participants, and a minimum registration of 10 students is needed to offer the course.

COMMENCEMENT DATE

February: Mondays 17:30 – 19:30

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OBJECTIVES OF THE COURSE

The aims of the course include providing candidates with a solid foundation and skills in:

- Accounting framework and standards.
- Accounting procedures and practice through processing entries in the books of entity.
- Accounting software and IT and how accounting theory relates to such programmes.
- Processing transactions and maintaining records using an accounting IT package.
- Identifying core areas of business that affect operations and financial function on a daily basis.

STRUCTURE OF THE COURSE

This course comprises a series of 28 weekly lectures (each of two hours' duration) held on Braamfontein Campus West at the University of the Witwatersrand for a full year (two semesters).

This course has a 'hands-on' approach with tutorial exercises and homework tasks.

Detailed course outlines will be given to participants in the first lecture.

SYLLABUS

- The role of accounting in business and introduction to the accounting process.
- An overview of the international financial reporting standards and the global accounting framework and the relevance of such standards in business.
- Recognition, definition and measurement of accounting elements in transactions.
- The accounting equation and analysis of transactions.
- Tracing of transactions through the entire process from inception to preparation of financial statements.
- Separate recognition of various items and processes in drafting financial information (VAT, Accounts Receivable and Bad debts, Accounts Payable and reconciliations, Bank reconciliation and cash etc.)
- Basic introduction to business, including the business environments and business functions.
- Computerised accounting module implementing accounting transactions through Pastel.
- Basic processing and drafting of documents and reports through Pastel.

OUTCOMES & COMPETENCIES

- Demonstrate an understanding of basic accounting principles and the double entry bookkeeping process.
- Communicate and display a sound understanding of transactions and their specific recognition in terms of IFRS.
- Record transactions and prepare the essential elements of financial statements.
- Communicate and analyse financial information and statements.
- Identify and perform key processes in business practice that are involved in the financial function.
- Display a sound knowledge of business and business process.
- Review and consolidate the theory of accounting and business through computerised processing.
- Proficiently process accounting transactions and generations and generate useful information using computer software.

ASSESSMENT OF PERFORMANCE

Concept tests and practical class examples and scenarios, computer based assignment and written examination. Students will be required to achieve a minimum of 50% to satisfy the requirements of the programme and receive a certificate of competence.

WHO ARE THE LECTURERS?

The course will be taught by Wits staff members in a small group environment in lectures and tutorials. Interactive discussion will be integral to these courses.

ENTRY REQUIREMENTS

Besides a matric certificate there are no formal entry requirements but participants need to be interested in accounting functions and recognise that they have a use for such knowledge in their working lives.

APPLICATIONS

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

REGISTRATION

Your acceptance onto the programme will be confirmed by e mail and mail. Participants are required to register and pay for the course prior to registration. Registration indicates your commitment to the course.

FEES

R18 600, inclusive of Pastel manual.

METHOD OF PAYMENT

The fees for all courses are the responsibility of the individual attending the course and must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You are required to bring in your original proof of payment on Registration day – dates will be provided in 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.

CAMPUS ACCESS

All short course participants must obtain a Visitor's Access Card at a cost of ±R140 per year. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on Braamfontein Campus West.