



THE SOUTH AFRICAN  
LAW SCHOOL

# NATIONAL CERTIFICATE COURSE BOOKKEEPER 2023

**ACCREDITED BY ICB · EXCELLENT CAREER OPPORTUNITIES**

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### **Why train with the best?**

If you are looking to secure a career in law or business, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

### **What is a Bookkeeper?**

Bookkeepers are accounting professionals primarily responsible for maintaining a detailed record of purchases, sales, and other financial transactions. Most often, their reports go to business owners and managers to help them make decisions. Some bookkeepers, however, are actually involved in strategy development.

### **Course Outline**

The comprehensive course offers specialist training in all areas of a Bookkeeper including:

- An overview of the knowledge and practical skills in bookkeeping and financial accounting that are required by a bookkeeper.
- Bookkeeping to Trial Balance (manual and computerised)
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Disclose profit and financial position
- Reconcile suppliers, inventory, and bank statements
- Calculate PAYE/ UIF/SDL; payroll tax and other deductions
- EMP201, EMP501, IRP5, IRP6, and IT3a documents and VAT returns

### **Course Duration:**

This course consists of 4 subjects completed over the period of 1 year. Classes are held on campus.

### **Procedure towards competency**

You'll get a Portfolio of Evidence which includes 3 assignments and 2 tests and you will write a final exam.

### **Course overview - NQF Level 3 (SAQA: 58375)**

1. Bookkeeping to Trial Balance (BKTB)
2. Payroll and Monthly SARS Returns (PMSR)
3. Computerised Bookkeeping (CPBK)
4. Business Literacy (BUSL)

### **Admission Requirements**

Grade 10 (Std 8) or equivalent. No prior accounting knowledge needed. You must be at least 16 years old. Please feel free to discuss any concerns you may have in this regard.

### **Registration closing date**

We operate on a rolling admissions system; this means you may enter the training at any point during the year when a new module commences.

*Applicants will be notified of registration procedure once the application fee (R150) is received.*

### **2023 Course fees (full time and part ti)**

**Cash:** Payment in full **R16 500**

**Cash Arrangement:** **R17 655 (three consecutive monthly payments)**

**Payment Plan 1:** Deposit + 6 consecutive monthly installments **R18 315**

**Payment Plan 2:** Deposit + 10 consecutive monthly installments **R18 645**

### **Course Material**

Course material is not included in the course fees. Learners are required to purchase their own textbooks and any other course material necessary to complete this course.



### CONTINUE THE LEARNING:

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep learners, and the public, safe and healthy so we can stop the spread and continue the learning.

The South African Law School continued to provide training throughout 2020, and the various lockdown levels, by rapidly adapting our teaching methods so that our students could complete their qualifications as planned.

Our mission was to continue the learning.

While the future of the virus is still uncertain the ability of South Africans to adapt to challenges and to overcome obstacles is strong.

The South African Law School will continue to offer quality training and education. We will do so in our training rooms, using virtual and online platforms, or a blend of in-person and online training – depending on the needs of our students and on the regulations.

Please go to our website for a full list of protocols.

### Contact us

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

**Durban Campus:** 0861 111 556 / 031 301 0452

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**Your future in law starts here.**

